

JOB INFORMATION

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| Job Code | HU11 |
| Job Description Title | Exec Dir, Applied Research Institute |
| Pay Grade | REUC |
| Range Minimum | \$0 |
| 33rd % | \$0 |
| Range Midpoint | \$0 |
| 67th % | \$0 |
| Range Maximum | \$0 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/5/2023 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Research |
| Job Function: | Research Development |

JOB SUMMARY

Reporting to the Senior Vice President for Research and Economic Development, the Executive Director of the Applied Research Institute is responsible for developing long-term vision, strategies, and tactics for the Applied Research Institute, ensuring that the Institute gains a prominent role in applied research and innovation among the defense, aerospace, and biotech sectors.

RESPONSIBILITIES

- **STRATEGIC LEADERSHIP** - Develops long-term vision, strategies, and tactics for the Applied Research Institute, ensuring that the Institute gains a prominent role in applied research and innovation among the defense, aerospace, and biotech sectors. The Executive Director will work closely with leadership on Auburn’s main campus to maintain alignment and connections with overall university research priorities.
- **RESEARCH MANAGEMENT**- Works closely with the Director of the Applied Research Center to ensure the Institute goals are achieved within budget and time constraints and projects are carried out with high quality.
- **FUNDING AND BUDGETING**- Works closely with leadership on the Auburn University main campus to secure necessary resources for basic operational support of the Institute. Focuses significant efforts on engaging with external funding agencies and identifying research opportunities that can be pursued by the Applied Research Center or by researchers on Auburn’s main campus. Manages the Institute’s budget to effectively allocate and utilize resources.
- **TEAM BUILDING AND MANAGEMENT**-Works with the Director of Corporate Relations; the Director of the Applied Research Center; and the Director of Business Operations, Community Relations, & Special Events to recruit, mentor, and oversee a team of professionals to achieve the goals of the Applied Research Institute. Fosters a collaborative environment and promotes continuous growth.
- **COMMUNITY ENGAGEMENT** - Engages with community, industry, and other stakeholders to ensure the Institute's contributions are aligned with their needs and priorities. Facilitates engagement of Auburn University main campus faculty and students with Institute activities and the Huntsville community at large.
- **REPORTING** - Provides regular reports to senior Auburn University leaders and stakeholders about the Institute’s progress, achievements, challenges, and future plans. Conducts activities with input from an advisory council for the Institute. May perform other duties as assigned by supervisors.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-----------------|--|-----|---------------------|--|
| Master's Degree | Degree in Engineering or Science or related field. Doctoral degree in engineering or science preferred. | And | 15 years of | Experience with high-level leadership of a complex research organization in the defense or aerospace sector. Experience working with and securing extramural funds for federal and state agencies and the private sector applied research efforts. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|--|
| Knowledge of high level various engineering principles in defense and aerospace sectors. | |
| Knowledge of excellent oral and written communication skills. | |
| Knowledge of excellent skills in team building, creating alliances, and leading organizations. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| Other | Professional Engineer | | Required |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-----------------------------------|
| Physical Demands Category: | Office and Administrative Support |
|----------------------------|-----------------------------------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | | X | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:
In-State; Domestic

Additional Special Requirements:
Must be able to obtain a DOD security clearance.