Manager, Research Program Development & Grants
Auburn University

Job Title	Manager, Research Program Development & Grants
Department	AG Administration (Orgn: 120000)
Institution	Auburn University
	Auburn, Alabama
Date Posted	Aug. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research
Job Website	https://www.auemployment.com/postings/47624
Apply By Email	
Job Description	

Job Summary

The College of Agriculture and Alabama Agricultural Experiment Station are seeking candidates for a **Manager, Research Program Development & Grants** position to provide strategic support in the identification, development, management, and expansion of research programs.

About Auburn: At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship, and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

Why employees choose Auburn: Auburn University was named by Forbes Magazine as one of the

state of Alabama's best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts and more!

Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting **aub.ie/working-at-auburn**.

Essential Functions

1) Reviews and corrects documentation for compliance with University, legal, cost accounting standards, and other State, Federal, or sponsor guidelines. Coordinates and manages efforts with research support units as needed – The Office of Research Security, Office of Compliance, and the Office of Contracts and Grants Accounting. Serves as a liaison for the college of Agriculture with the Office of Sponsored Programs on post award activities such as no cost extensions, contract modifications, additional funding executions, and budget revisions. Prepares and manages documentation efforts to facilitate workflow to ensure timely submission of research proposals to external funding resource entities.

2) Trains and manages new and existing employees within the college of Agriculture in research proposal development, electronic research administration, internal processes and procedures, external funding agency requirements and research award management. Identifies continuing education and professional development opportunities for current staff.

3) Assists in the development of research training opportunities including in-person training. The position would help design and implement training strategies for College faculty and staff related to proposal processes.

4)Works with Associate Dean for Research to process all proposals and submissions to commodity groups.

5) Supports other activities that may arise aimed at increasing productivity in strategic research areas and external funding opportunities.

Contact Information

Please reference Academickeys in your cover letter when

applying for or inquiring about this job announcement.

Contact

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