

Executive Director, Administrative Operations - SVPRED
Auburn University

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Posted May 12, 2025, set to expire Oct. 31, 2025

Job Title	Executive Director, Administrative Operations - SVPRED
Department	VP for Research
Institution	Auburn University Auburn, Alabama
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Research
Job Website	https://www.auemployment.com/postings/53510

Apply By Email

Job Description

Job Summary

The [Sr. Vice President for Research and Economic Development](#) is accepting applications for an **Executive Director of Administrative Operations** for Research and Economic Development. This position will hold a pivotal leadership role in shaping and executing the organizational vision and operational strategy within the Research Division. Responsibilities encompass translating high-level strategies into actionable steps, fostering growth, and ensuring the efficient functioning of the research and economic development enterprise.

Essential Functions

- Directs the administrative facets of the Research Division, including financial planning, budgeting,

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funding allocation, and communications, ensuring alignment with organizational goals. Prepares and monitors the operating budget for the Senior Vice President for Research and Economic Development (SVPRED) departments and provides financial reporting and analysis for funding activities, business operations, and project accounting. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters including extramural funding.

- Collaborates closely with the Division leadership team, specifically the SVPRED and Associate Vice Presidents, to establish and implement organizational vision and operational strategies.
- Cultivates a highly collaborative culture within the Research Division, overseeing unit operations and employee productivity to meet organizational goals and foster team member success. Serves as the Central Operations Manager, ensuring day-to-day operations run smoothly and efficiently.
- Collaborates with the SVPRED to develop strategies for achieving short- and long-term growth targets for various SVPRED functions. Assists with strategic planning, organizational analysis, and business development. Executes business strategies and plans aligned with the short- and long-term objectives of the SVPRED.
- Analyzes internal operations, identifying opportunities for process enhancements to improve overall efficiency and effectiveness.
- Builds and maintains trusted relationships with internal and external partners and stakeholders to facilitate collaboration and to support the Research Division's mission.
- Provides formal and ad hoc reports and analyses of SVPRED unit business functions, offering insights and recommendations for continuous improvement.
- Performs other relevant duties assigned by supervisor.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

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Minimum Qualifications

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- Bachelor's degree in Business, Management, Finance, Accounting, or related field.
- 10 years of substantial experience in a leadership role within a research or academic institution.

Minimum Skills, License, and Certifications

Minimum Skills and Abilities

- Knowledge of accounting principles, practices, and the analysis of financial data.
- Knowledge of management principles related to resource allocation and budgeting.
- Proven strategic leadership in a research or academic setting.
- Strong organizational and managerial skills with a background in overseeing administrative, financial, human resources, and communication functions.
- Excellent collaboration and communication skills to work effectively with high performing teams.
- Demonstrated ability to translate strategy into actionable steps for organizational growth.
- Commitment to fostering an inclusive and high-performing team.
- Proficiency in Microsoft Excel.
- Customer service focused and the ability to interact with a variety of skill levels.
- Experience managing multiple accounts.

Desired Qualifications

- Higher Education experience
- Experience with Banner and Kronos
- Experience in sponsored programs administration

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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