

Administrator I/II/III, Academic Programs  
Auburn University

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Posted May 26, 2021, set to expire Oct. 8, 2021

<b>Job Title</b>	Administrator I/II/III, Academic Programs
<b>Department</b>	Mechanical Engineering
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	May 26, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

**Job Summary**

Coordinates and/or directs all aspects of academic related program(s) and service(s).

This is a 2 year limited-term position. Continuation of employment is contingent upon the availability of funds.

**Essential Functions**

Assists with maintaining accurate records of research projects and activities.

Seeks extramural funding opportunities for faculty, ensuring prompt follow-up and tracking of action items based on discussions with potential customers.

Assists faculty and staff, and sponsors to advise and/or assist with the preparation and submission of proposals. Review documentation for compliance with University, legal, and cost accounting standards,

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and other guidelines.

Assist in the research labs, ordering supplies, ensures equipment is properly maintained, and advises faculty, postdocs, students, and staff with design, modification, prototype, processes, analysis procedures, and other engineering solutions.

Maintains relevant databases to ensure accurate and accessible records.

Ensures safety plan is up to date and processes are adhered to

May coordinate and organize professional organization and student development activities related to membership, meeting scheduling, and ensuring resources are available.

Coordinates program/services activities to ensure relevant guidelines, specifications, policy and/or procedures are enforced and followed.

Provides information to and facilitates communication between administrators, faculty, staff, and students concerning program/services.

Maintains relevant databases to ensure accurate and accessible records.

Monitors budget and grant funding and ensures expenditures are within specifications and in line with spending projections; may research, write, submit, and/or administer grants and proposals for submission.

Prepares, reviews, and edits an assortment of communications through various media outlets.

Plans and implements the management of resource development activities.

### **Contact Information**

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

### **Contact**



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