

Administrator, Proposal Services  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=208073>

Downloaded On: Sep. 29, 2023 3:58am

Posted Mar. 29, 2023, set to expire Nov. 1, 2023

<b>Job Title</b>	Administrator, Proposal Services
<b>Department</b>	Dept of Proposal Servs Fac Support
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Mar. 29, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/36588">https://www.auemployment.com/postings/36588</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The Administrator of Proposal Services provides support at the central level for extramural projects to include proposal development assistance. Maintains and provides various research resources and information for faculty and staff. Implements and coordinates training and engagement programs. Participates in activities related to the internal grants, awards, and incentive programs of the Office of the Vice President for Research and Economic Development.

**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:**



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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!

**It's a Lifestyle:** The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!

Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting [aub.ie/working-at-auburn](http://aub.ie/working-at-auburn).

**Our Commitment:** Auburn University is committed to a diverse and inclusive campus environment. Visit [auburn.edu/inclusion](http://auburn.edu/inclusion) to learn more about our commitment to expanding equity and inclusion for all.

### Contact Information

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

### Contact