

Auburn University Position Announcement

Auburn University is currently accepting applications for the following position:

Position Information

Position Title	Administrator I/II/III, Contracts & Grants
Department	Office of Sponsored Programs
Position Summary	Provides administrative support at the Institutional level through Sponsored Programs for extramural projects including contract and grant term negotiation, proposal development assistance, review and approval, award review, contract and grant management, and contracts or grants funded equipment management.
Minimum Qualifications	The minimum qualifications are a Bachelor's degree from an accredited institution in Accounting, Management, Business Administration, Engineering, a Science discipline, or related field. Knowledge of fundamental concepts, practices and procedures of contracts and grants is also required. Please utilize the attachment feature of our on-line employment site to include the following: a cover letter and a resume, including a list of three professional references. Only complete applications will be considered for review.
Desired Qualifications	Strong interpersonal and written communications skills; excellent time management and organization skills; the ability to perform high quality work in a dynamic and fast paced environment; computer experience with specific skills in word-processing, experience with Banner financial system (highly desired) and web-based applications; experience in Federal contracting, including familiarity with the Federal Acquisitions Regulations and associated regulations; and experience in the use of various electronic proposal submission systems.
Requisition No.	25124
Review Date	03-14-2014

The "Review Date" indicates the date after which the hiring department will begin reviewing applications of qualified candidates. Salary will be commensurate with education and experience.

Minorities and women are encouraged to apply.

Refer to the above Requisition # and apply on-line at:

www.auemployment.com

on any computer with Internet access. If you need any assistance, contact Auburn University's Department of Human Resources at (334) 844-4145 or your local state employment service office. Internet Access is also available through your public library.

Auburn University is an Affirmative Action/Equal Opportunity Employer.