

# Senior Sponsored Programs Officer

## Position Details

### Position Information

Requisition Number	S4690P
Home Org Name	Sponsored Programs
Division Name	VP for Research and Economic Dev
Position Title	Senior Sponsored Programs Officer
Job Class Code	HC28
Appointment Status	Full-time
Part-time FTE	
Limited Term	No
Limited Term Length	

**Job Summary** This position is located on the campus of Auburn University in Auburn, AL.

Auburn University’s Office for the Sr. Vice President of Research and Economic Development is accepting applications for the position of **Sr. Sponsored Programs Officer**. This position manages one of the Sponsored Programs teams and facilitates a wide range of sponsored programs administration activities for the extramurally funded research, instruction, outreach, and extension activities at the institutional level throughout Auburn University, the Alabama Agricultural Experiment Station, and the Alabama Cooperative Extension System. These responsibilities include contract and grant terms review, approval & negotiation, proposal development, review & submission, contract and grant management, contracts and grants funded equipment management, and providing regulatory, policy, and procedural guidance related to such activities. These responsibilities require frequent communication and engagement with stakeholders across campus and with federal, state, industry, nonprofit, and other sponsoring entities. Individuals serving in this role will also be responsible for the scheduled and ad hoc training of Sponsored Programs staff, in conjunction with office leadership.

### Essential Functions

- Coordinates, advises, and supports faculty and staff on extramural proposals for research, instruction, outreach, and extension activity to ensure accuracy and compliance with federal, state, University, and sponsor rules and regulations and maintains the authority to submit proposals on behalf of the University, as needed.
- Prepares, reviews, and negotiates highly complex contracts, amendments, documents, and instruments of a legal character for the Office of Sponsored Programs. This includes, but is not limited to, fixed price and cost reimbursable sponsored research agreements, master agreements, task orders, memoranda of understanding, consortium agreements, teaming agreements, and other contracts associated with externally funded research, instruction, outreach, and extension activities.

- Evaluates, interprets, negotiates and applies federal, sponsor, and University policies and regulations to determine acceptable conditions of awards including such areas as conflict of interest, export control, intellectual property, indemnity, governing law, cost principles, data and information security requirements, human subjects, animal subjects and lab safety while referring relevant matters to the appropriate University office and/or personnel (i.e., General Counsel, The Office of Research Compliance, the Office of Research Security Compliance, The Intellectual Property Exchange, the Office of Risk Management, the Office of Audit, Compliance & Privacy, the Office of International Programs, and Contracts and Grants Accounting).
- Manages and facilitates for a specific team within OSP award change requests including rebudgeting, pre-award costs, carryover of unobligated balances, and no-cost-extensions and assists with the acquisition, management, and reporting for sponsor-funded equipment and materials while maintaining records and titles through the lifecycle of a sponsored award.
- Provides regulatory guidance to faculty, administrative units, and staff ensuring compliance with and adherence to relevant laws and regulations governing sponsored research while building trust and providing efficient and effective service to diverse constituents both internally and externally.
- Maintains proficiency in interpreting and applying federal regulations governing sponsored programs including 2 CFR 200, the Federal Acquisition Regulations, the Defense Federal Acquisition Regulation Supplement, standard federal research terms and conditions, and other agency-specific requirements. Remains current with developments in university-sponsored contracting and research administration through participation in professional development activities such as attendance at professional meetings and in-house webinars and other informational sessions.
- Assists with the development, review, and maintenance of policies, procedures, tools, and resources based on the changing regulatory environment.
- Delivers scheduled and ad hoc training for staff within the Office of Sponsored Programs. Trains incoming staff on matters originating within a specific team, including training on contract review and negotiation and proposal and solicitation review and preparation. Reviews and updates training materials in concert with developments in the field and feedback from the Associate Director. Provides direct supervision for the workload, development, and training of the Sponsored Programs Officers under the assigned academic units.
- Exercises signature authority for non-financial matters as delegated by the SVP, Research & Economic Development.

## 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!

### Minimum Qualifications

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- Bachelor's degree in STEM, Business Administration, Public Administration, Industrial/Organizational Psychology, Management, Law, Social Sciences, or another directly related and relevant field from an accredited institution?
- 8 years of experience in regulatory compliance, contract negotiation, research management, legal, or related field.

### Minimum Skills, License, and Certifications

### Minimum Skills and Abilities

- Advanced knowledge of relevant university, state and federal laws and regulations.
- Advanced knowledge of research administration in a University setting.
- Advanced knowledge of electronic systems for proposal submission and award and grant management.
- Demonstrated proficiency in verbal and written communication skills and reading comprehension.
- Ability to succeed in a high-volume, high-pressure, fast-paced environment to manage and prioritize a large task list with deadlines, interruptions, and competing priorities.
- Strong attention to detail and the ability to manage multiple tasks simultaneously.
- Demonstrated time management, critical thinking, organizational and customer service skills, and the ability to establish and maintain effective working relationships.
- Ability to complete tasks independently as contributions to a team effort.
- Demonstrated self-discipline and sound independent judgment completing time-sensitive assignments.

## Minimum Technology Skills

## Minimum License and Certifications

## Desired Qualifications

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Experience in a higher education environment, particularly interpreting laws and regulations.

## Posting Detail Information

### Salary Range

\$72,190-\$129,940

### Job Category

Other

### Working Hours if Non-Traditional

### City position is located in:

Auburn

### State position is located:

AL

### List any hazardous conditions or physical demands required by this position

### Posting Date

08/29/2025

### Closing Date

### Equal Opportunity Compliance Statement

It is our policy to provide equal employment and education opportunities for all individuals without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status, genetic information, or any other classification protected by applicable law. Please visit their [website](#) to learn more.

### Special Instructions to Applicants

provide 3 references

### Quick Link for Internal Postings

<https://www.auemployment.com/postings/55544>

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter

### Optional Documents

None

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* Please tell us how you first heard about this opportunity.

(Open Ended Question)

2. \* Please select the answer that best describes your current employment relationship with Auburn University:

- Current full-time Auburn or AUM employee within probationary period
- Current full-time Auburn or AUM employee outside of probationary period
- Current part-time Auburn or AUM employee
- Not an Auburn or AUM employee

3. \* Do you have a Bachelor's degree in STEM, Business Administration, Public Administration, Industrial/Organizational Psychology, Management, Law, Social Sciences, or another directly related and relevant field from an accredited institution?

- Yes
- No

4. \* Do you have 8 years of experience in regulatory compliance, contract negotiation, research management, legal, or related field?

- Yes
- No