AUBURN
Human Resources

Analyst, Electronic Research Administration Systems

JOB INFORMATION

Job Code	DB52A
Job Description Title	Analyst, Electronic Research Administration Systems
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	7/21/2025 2:26:57 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

The Electronic Research Administration (ERA) Systems Analyst optimizes the electronic research administration systems by focusing on system maintenance, user support, and continuous improvement to ensure seamless operations. By managing data integrity, streamlining research workflows, and providing comprehensive training and guidance, the ERA Systems Analyst empowers system users and drives efficiency in research administration.

RESPONSIBILITIES

- Ensures optimal performance of the ERA systems and its modules by coordinating systems configurations, user accounts, roles, and access controls for seamless operations. Coordinates systems upgrades and new feature implementations, conducting thorough testing and validation to maintain functionality and efficiency. Proactively troubleshoots technical issues and provides responsive, comprehensive user support, ensuring continuous communication with end users.
- Provides recommendations and assists with the development, implementation, update and delivery of training materials and support resources, conducts training sessions for new users and refresher workshops to enhance systems proficiency. Ensures users are informed of systems updates and changes.
- Collaborates with stakeholders—including Sponsored Programs, Compliance, IT, Colleges, and Research Units—to assess systems needs, align with institutional goals, and provide expert consultation on business process enhancements. Maintains detailed documentation of systems procedures, business processes, and compliance guidelines to support institutional standards and regulatory requirements.
- Conducts independent evaluations of research administration workflows, identifying inefficiencies and recommending strategic improvements through process mapping and policy enhancements.
- Generates audit reports to identify and correct data discrepancies, ensuring data integrity and alignment with financial records. Supports SVPRED units with data entry as needed for operational efficiency. Participates in project teams focused on business process redesign and systems optimization, contributing expertise in research administration system enhancements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in Business Administration, Information Systems, Engineering, or related field preferred.	and	2 years of	Experience with system administration, business analysis, or technical support. Experience with research systems or sponsored programs is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong analytical and problem-solving skills.	
Excellent communication and interpersonal skills.	
Proficient in Excel, Visio, SmartSheet, and other technology tools that support the job responsibilities.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold	X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat	X				
Humidity	X				
Wet	X				
Noise			X		
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				

Vision Requirements:

Ability to see information in print and/or electronically.