AUBURN
Human Resources

Analyst I, Electronic Research Administration Data

JOB INFORMATION

Job Code	DB57A
Job Description Title	Analyst I, Electronic Research Administration Data
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	8/6/2026 11:02:14 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

The Electronic Research Administration (ERA) Data Analyst I assists in preparing standard reports, maintaining dashboards, and performing routine data refreshes using established queries and protocols. Working under close supervision, the ERA Data Analyst I collaborates with team members to learn reporting processes, visualization tools, and data analysis techniques, while engaging in professional development to build technical skills and support process improvement and compliance needs.

RESPONSIBILITIES

- Collects and organizes research data from the Electronic Research Administration (ERA) system or other institutional systems to support analysis and reporting.
- Performs basic data cleaning and validation to ensure accuracy and integrity under established protocols.
- Assists in preparing standard reports and summaries to support process improvement and compliance activities.
- Supports dashboard maintenance by updating existing visualizations and assisting with routine data refreshes.
- Follows established scripts and queries to extract data; escalates issues to higher-level staff as needed.
- Collaborates with team members to learn reporting processes, data tools, and visualization techniques.
- Engages in training and professional development to build knowledge in data analysis, visualization tools, and ERA systems.

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	No supervisory responsibilities.

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. Data Analytics, Computer Science, Information Systems, Business Administration, or other relevant field desired.	and	2 years of	in data analysis and reporting, data management tools or systems. Experience in research administration systems, preferred.	
Master's Degree	No specific discipline. Data Analytics, Computer Science, Information Systems, Business Administration, or other relevant field desired.	and	0 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong knowledge of SQL, Excel, and Dashboard Tools (Power BI, Tableau, Visio, etc.)	
Familiarity with data governance and Extract, Transform, Load (ETL) tools	
Familiarity with Huron Research Suite (HRS) integrations and data workflows within enterprise environments	
Analytical mindset with strong attention to detail and problem-solving skills	
Ability to navigate HRS's nested data structures for reporting and analytics purposes	
Ability to build and optimize SQL queries and automated data pipelines to streamline reporting	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.