AUBURN
Human Resources

Analyst II, Electronic Research Administration Data

JOB INFORMATION

Job Code	DB57B
Job Description Title	Analyst II, Electronic Research Administration Data
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:	8/6/2026 5:43:35 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

The Electronic Research Administration (ERA) Data Analyst II performs the extraction, transformation, analysis, and validation of data from the ERA system and related platforms. The role develops and maintains dashboards, automates reporting processes, and provides data-driven insights that support research administration, compliance monitoring, and operational decision-making. Working with moderate independence, the position collaborates with stakeholders to identify reporting needs, improve data quality, and enhance the effectiveness of research administration processes.

RESPONSIBILITIES

- Extracts, cleans, transforms, validates, and analyzes data from the Electronic Research Administration (ERA) system and related institutional systems to support reporting, compliance monitoring, operational effectiveness, and process improvement initiatives.
- Develops and maintains reports, dashboards, and visualizations that communicate key metrics, trends, and findings to stakeholders. Ensures data products are accurate, user-friendly, and aligned with business and research administration needs.
- Creates and modifies queries, scripts, and automated reporting processes to improve data accessibility, efficiency, and reporting accuracy. Troubleshoots data issues and works to resolve discrepancies through established data governance practices.
- Partners with research administration staff and other stakeholders to gather reporting requirements, identify analytical needs, and develop customized reports and dashboards that support informed decision-making.
- Monitors data quality and integrity across multiple systems by conducting audits, validating results, and recommending corrective actions to improve reliability and consistency.
- Identifies trends, patterns, and opportunities for operational improvement through data analysis and presents findings and recommendations to management and stakeholders.
- Documents reporting processes, data definitions, and analytical methodologies to support consistency, knowledge sharing, and business continuity.
- Remains current on reporting tools, data visualization techniques, and ERA system enhancements and recommends process improvements that increase reporting effectiveness and operational efficiency.

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	4 years of	in data analysis and reporting, data management tools or systems. Experience in research administration systems, preferred.	Or
Master'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.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.