AUBURN
Human Resources

Analyst III, Electronic Research Administration Data

JOB INFORMATION

Job Code	DB57C
Job Description Title	Analyst III, Electronic Research Administration Data
Pay Grade	RE09
Range Minimum	$58,600
33rd %	$72,270
Range Midpoint	$79,110
67th %	$85,950
Range Maximum	$99,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	8/6/2026 11:01:21 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

The Electronic Research Administration (ERA) Data Analyst III leads in the review of the extraction, transformation, and analysis of data from the ERA system and related platforms. The role develops dashboards, automates reporting, and delivers insights to improve research compliance and operational efficiency.

RESPONSIBILITIES

- Extracts, cleans, transforms, and analyzes data from the Electronic Research Administration (ERA) system or other institutional systems, ensuring its accuracy and relevance, to provide meaningful and actionable reports, and to enhance the process improvement and reporting capabilities of the ERA unit by identifying key performance indicators, uncovering trends, and facilitating data-driven decision-making. Develops SQLqueries and data pipelines to automate reporting.
- Develops and maintains dashboards and visualizations to effectively present findings, ensuring clear communication of insights to stakeholders. This includes designing user-friendly interfaces, integrating realtime data updates, and utilizing visualization tools to highlight key metrics and trends.
- Leads collaborations with cross-functional teams to define analytical priorities and design custom data solutions. Gathers requirements, customizes dashboards to meet specific needs, and provides training to stakeholders on how to interpret and utilize the visualizations for informed decision-making.
- Develops data strategies that directly support compliance, planning, and institutional decision-making.
- May mentor and train analyst staff, providing technical guidance and professional development opportunities to build analytical capacity across the team.
- May assist in evaluating emerging technologies and recommending innovative solutions that enhance reporting capabilities, compliance monitoring, and strategic decision-making.

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 supervise employees but supervision is not the main focus of the job.

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	6 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	4 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				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.