AUBURN
Human Resources

Mgr, Electronic Research Administration

Job Description

JOB INFORMATION

Job Code	DB58
Job Description Title	Mgr, Electronic Research Administration
Pay Grade	RE11
Range Minimum	$74,730
33rd %	$94,660
Range Midpoint	$104,620
67th %	$114,580
Range Maximum	$134,510
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	2/13/2026 3:08:05 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

Provides strategic and operational leadership for the Electronic Research Administration (ERA) unit, ensuring reliable system performance, robust data governance, and effective user support. Oversees a team of analysts dedicated to optimizing research administration processes, system functionality, and enhancing data standardization, integrity, and reporting. Collaborates closely with internal stakeholders, IT partners, and external vendors to align technology solutions with research administration needs.

RESPONSIBILITIES

- Collaborates with the Director of ERA to develop and execute strategies and goals for the ERA unit. Identifies emerging needs, proposes long-term initiatives, and contributes to departmental planning, resource allocation, and performance measurement. Leads, supervises, and develops ERA Analysts by establishing performance expectations, managing workloads and priorities, and supporting ongoing professional development.
- Manages the overall performance of ERA systems, including implementation, maintenance, upgrades, integration planning, quality assurance, and vendor coordination. Serves as the primary liaison to campus stakeholders such as researchers, IT, Sponsored Programs, Compliance, and others to ensure system functionality meets institutional needs. Provides advanced technical design, system administration, and user support to maintain reliable and efficient ERA operations.
- Designs, updates, and delivers comprehensive training materials for ERA systems. Conducts onboarding sessions for new users and refresher training for existing users to ensure awareness of system updates and best practices.
- Partners with stakeholders to coordinate the implementation of new regulations and ensures ERA systems and business processes remain compliant with evolving requirements.
- Supervises and supports data analysts in implementing and maintaining data standardization and integrity initiatives. Leads efforts with campus units to maintain data integrity, consistency, and alignment across ERA systems.
- Identifies, recommends, and implements improvements to ERA systems, research analytics, and related business processes in support of the ERA mission. Conducts process mapping and analysis to enhance research administration efficiency and compliance.
- Compiles, analyzes, and presents reports on ERA activities, system performance, and key operational metrics to support decision-making and continuous improvement.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 required. A degree in Business Administration, Information Systems, Engineering, or related field is desired.	and	5 years of	experience in research operations or related systems or business process support, including administration, enterprise, business operations, or compliance.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of electronic data systems and regulatory compliance requirements	
Knowledge of data governance, data management, and security standards	
Knowledge of data management tools such as databases, Pivot Tables, and SQL	
Skilled in leading and developing technical teams	
Strong analytical and problem-solving skills	
Ability to collaborate effectively with researchers, IT professionals, compliance units, and external vendors	
Ability to communicate complex technical concepts clearly	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	CRA (Research Administrators Certification Council)	Upon Hire	Desired	

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				10 lbs

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards		X			
Temperature Change			X		
Atmospheric Conditions		X			
Vibration		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.