AUBURN
Human Resources

Exec Dir, ERA & Research Analytics

Job Description

JOB INFORMATION

Job Code	HC62
Job Description Title	Exec Dir, ERA & Research Analytics
Pay Grade	RE14
Range Minimum	$115,500
33rd %	$154,000
Range Midpoint	$173,250
67th %	$192,500
Range Maximum	$231,000
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	2/9/2026 11:14:06 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

This position serves as the primary administrator for Auburn University's Electronic Research Administration (ERA) system, Endeavor, ensuring its functionality, alignment with institutional needs, and continuous improvement. The role oversees system configuration, enhancement, and maintenance, translating business requirements into technical solutions and managing implementation. It leads a team responsible for user support, training, and data integrity, while maintaining high service standards.

RESPONSIBILITIES

- Serves as the primary administrator for Auburn University's campus-wide Electronic Research Administration (ERA) system, Endeavor. Acts as the liaison between campus users, OIT, and the system vendor to maintain functionality and alignment with institutional needs. Leads vendor communications, escalations, and roadmap planning.
- Leads the configuration, enhancement, and maintenance of the Endeavor system. Translates business needs into system requirements, manages feasibility assessments, and oversees implementation. Evaluates and prepares for future system or process needs of the SVPRED offices.
- Leads a team of analysts and student workers that provides system support and service to campus-wide users of the Endeavor system. Ensures timely resolution of issues and proactive communication. Maintains a high level of service quality for end users of Endeavor and other research administration systems, monitors performance against service standards, and initiates corrective action with internal or external providers as necessary.
- In collaboration with analysts and other Senior Vice President of Research and Economic Development (SVPRED) offices, leads the development of training materials and delivery of user training sessions to promote effective system use and data quality.
- Oversees all data reporting activities from the ERA systems, including extraction, transformation, and analysis. This includes complex reports and interactive dashboards to university leadership, colleges, and other stakeholders. Provides recommendations to improve reporting requests and processes, and trains staff on effective access and analytics reporting.
- Leads the preparation and submission of the annual Higher Education Research and Development (HERD) Survey to the National Science Foundation. Collaborates with the Office of Institutional Research as needed on other data requests for national rankings.
- Develops and tracks key performance indicators to measure the effectiveness and efficiency of internal processes in sponsored programs and compliance activities. Provides data and other indicators to institutional leadership in support of the University’s strategic plan.

RESPONSIBILITIES

- Provides mentorship, guidance, and strategic direction to ERA staff to ensure the team supports system maintenance, data integrity, reporting, and user support. Develops and strategically administers the operational budget of the unit, staffing requirements, performance management, and professional development within the unit.
- Collaborates closely with SVPRED offices and other stakeholders to identify opportunities for process improvement. Leverages system capabilities to streamline workflows, enhance compliance, and support strategic goals. Employs an extensive expertise in research administration to troubleshoot issues and recommend enhancements.
- Works with outside vendors, Office of Information Technology (OIT) leadership, governance committees, research personnel, faculty, staff, and others across campus serving as the data subject matter expert to ensure smooth transactions, deployment, and operational processes. Collaborates with the Endeavor vendor on system enhancements, institutional requirements, and represents the institution at the Vendor's annual user group events. Provides best practices instruction to other Vendor clients as requested.
- Recommends, develops, and implements new administrative concepts, technologies, and programs that benefit sponsored projects administration and compliance. Participate in national and institutional user groups to stay current on Federal Regulations, ERA technologies, trends, and best practices.

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 is required. A degree in Computer Science, Engineering, Research Admin, Higher Ed Admin, or a Graduate Certificate in MIS is desired.	and	10 years of	experience in Research Administration or Compliance	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of database development, implementation, training, and report generation.	
Strong communication skills for teaching in small groups or counseling users through virtual meetings or in person is a desired quality.	
Experience with computer software configurations and a robust understanding of the use of computing technology and software as well as competence in the use of MS Excel is preferred.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	CRA (Certified Research Administrator)	Upon Hire	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				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 cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change			X		
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

No special vision requirements.