Auburn University Job Description

Job Title: **Director, ERA and Research Analytics**

Job Code: **HC62**

FLSA status: Exempt

Job Family: Research

Job Function: Research Operations

Grade RE13: $92,400 - $175,600

Job Summary

The Director of ERA and Research Analytics will support, configure, enhance and maintain the University's campus-wide Cloud-based sofware solution for sponsored programs and research compliance. The Director will direct operations of the ERA unit within the Office of the Senior Vice President for Research managing ERA business processes, providing metrics and research analytics for use by the SVPR and other institutional leaders, and supporting the ERA needs of other offices within the research enterprise.

Essential Functions

1. Responsible for recommending and implementing new administrative concepts, systems, technologies, and programs designed to benefit the sponsored projects administration and compliance activities of the University, with specific emphasis on campus-wide Electronic Research Administration systems. Develops process effeciencies amongst the SVPRED units. Reviews, analyzes, evaluates and recommends enhancements to meet strategic goals; compiles data pertaining to the effectiveness and efficiencies of internal processes.
2. Assures quality and validity of data, manages system users, develops training documentation and provides user support and training.
3. Provides data analysis and reporting as requested including the annual HERD Survey and GSS reports submitted to the National Sciences Foundation. Develops and produces high level/complex reports utilizing multiple systems and software; provides recommendations to improve reporting requests and processes and trains staff on effective metrics and analytics reporting.
4. Related to the implementation and ongoing management of the ERA system, leads in the analysis of business user needs, documentation of requirements, and translation into proper system requirement specifications. Responsible for requirements planning and feasibility determination. Responsible for project capacities including, but not limited to, requirements, functional design, functional configuration, interfacing with Quality Assurance to complete testing, and documenation. Reviews documentation created by Business Analysts and Associate Business Analysts. Works with outside vendors, senior college and OIT leadership, governance committees, research personnel, faculty, campus IT staff, and others across campus serving as the data subject matter expert to ensure smooth transactions, deployment and operational processes.
5. Administers the operations of the ERA unit and supervises the data quality staff in the unit.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Bachelor's Degree	Bachelors Degree with no specific discipline is required. Masters Degree in Computer Science, Engineering, Research Admin, Higher Ed Admin, or Grad cert in MIS is preferred with 5 years experience.
Experience (yrs.)	8	Experience in research administration or compliance.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of database development, implementation, training and report generation.
Good 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.

Certification or Licensure Requirements

CRA (Research Administrators Certification Council) is preferred.

Pre-Employment Screening Requirements

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

No special vision requirements.

Date: 2/15/2016