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## Auburn University Job Description

Job Title:	<b>eRA Administrator</b>	Job Family:	No Family
Job Code:	<b>HC62</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

The Electronic Research Administrator (eRA) will support, modify, enhance, and maintain the University's eRA system for the Office of Sponsored Programs and Office of Research Compliance.

### Essential Functions

1. Supports and maintains systems for proposal preparation, compliance workflow, submission and award management, record management, inspection and training.
2. Ensures validity of data, manages system users, develops training documentation and resolves problems with users.
3. Creates and executes test scenarios to ensure system functionality; provides programming modifications to database to improve functionality and meet user data collection needs.
4. Develops and produces high level complex reports utilizing multiple systems and software; provides recommendations to improve reporting requests and processes and trains users on effective access and analytics reporting.
5. Reviews, analyzes, evaluates and recommends enhancements to meet strategic goals; compiles data pertaining to the effectiveness and efficiencies of internal processes.
6. Participates in the vendor selection process by assessing user needs, drafting RFPs, managing focus groups and presenting recommendations for approval.
7. Assists department in providing information on Federal metrics initiatives, surveys, reporting and other related studies.
8. Represents the Vice President for Research & Economic Development on matters related to Information Technology, Federal Reporting requirements and institutional implementation plans.

### Supervisory Responsibility

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

*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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Management, Computer Engineering, Computer Science, Information Systems, or related field
<b>Experience (yrs.)</b>		Experience in database development and management, familiarity with Electronic Research Administration (eRA) systems and processes.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

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

#### Certification or Licensure Requirements

None Required

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### Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/15/2016

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