Auburn University Job Description

Job Title:	**Electronic Research Administration (ERA)**	Job Family:	No Family
Job Code:	**DB52**	Grade RE06 $38,600 - $57,900	
FLSA status:	Non-exempt		

Job Summary

Reporting to the Assistant Vice President for Research, responsible for collecting, analyzing, verifying and managing data quality for information contained in the Office of Sponsored Programs (OSP) SQL database and future Vendor-provided ERA systems from various sources, including, but not limited to, paper documents, eProposal Coverforms from Self Service Banner, and electronic mail attachments. Establishes and modifies various procedures and workflows to ensure timely management of records and data for current overlapping processes.

Essential Functions

1. Collects, evaluates, and verifies data elements for all proposals processed through the Electronic Coverform System for entry into the OSP SQL Database, ensuring all proposal components have been provided to OSP and notifying the department if items are missing or incorrect. Submits a weekly data analysis report to the Asst VP for Research regarding proposal activity. Identifies, updates, and maintains all proposal status changes within the appropriate system or database.
2. Imports all electronic proposals, sub-awards, and sub-award modifications into Xtender, verifies the quality of the import, and indexes them for future use, including, but not limited to, annual audits, awards processing, or evaluating past performance.
3. Maintains and tracks all Basic and Master agreements from various sponsors for OSP and the Office of Innovation Advancement and commercialization (IAC). Imports all Basic agreements and modifications into Xtender, and updates the indices when received. Determines when Basic and Master agreements are no longer active, and processes them in accordance with office procedures, Alabama records retention laws, Federal law, and sponsoring agency requirements.
4. Responsible for processing expired proposals and agreements, to include auditing, organizing, and documenting files by complexity; determining disposition schedules; scanning paper files into electronic documents; and maintaining the appropriate databases. Assures the quality of Xtender imports for long-term electronic storage and retrieval, and destroys any paper files. Coordinates the proper destruction of paper files within Auburn facilities shredding schedules. Ensures data in OSP SQL database properly accounts for the location and disposition of all files regardless of status and location in the document lifecycle.
5. Collects, evaluates, audits and verifies data elements for all sponsored awards and award modifications processed for entry into the OSP SQL Database, ensuring all components of the award have been provided to OSP and notifying the Contract Administrator, Office of Research Compliance, department, or college if something is missing or incorrect. Submits a weekly report to the Asst VP for Research regarding award activity. Identifies, updates, and maintains all awards status changes within the appropriate system or database.
6. Engages in continuous process improvement, education, and awareness communications to support accurate and timely data management and workflow for the entire sponsored projects administration process. Coordinates the electronic distribution of appropriate documentation to a variety of offices and persons across campus for continuity in the financial, administrative, and technical management of sponsored proposals and awards. Plans, modifies and communicates process improvements and procedural changes to various offices that supply information to the ERA unit.
7. Responsible for data collection, data analysis, and data quality associated with the financial

records of sponsored awards used in reporting to various internal leadership, external constituents, and auditors. Works directly with the Office of Contracts and Grants Accounting to ensure OSP SQL database or Vendor-provided ERA system balances with information in the Banner grants module.

8. Generates audit reports to verify any corrections made. Compares database information with queries pulled from financial accounting records in banner to assure proper reconciliation between the two systems.
9. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.

Auburn University Job Description

Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Some college; vocational or Associate's Degree	No specific discipline. Degree in computer and/or information systems is desired.
Experience (yrs.)	5	Experience with data quality oversight, office management and organization of record keeping and data entry. Experience with sponsored programs is desired.

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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

-Knowledge of sponsored programs and research compliance processes, as well as the lifecycle of research administration document flow.
-Demonstrated knowledge of organizational structures, as well as proper chain of command and/or hierarchical principles.
-Computer skills in MS Excel and web-based data management and data quality experience is important.
-Effective communication skills both written and verbal are critical to the ability to manage data quality and accuracy because most data is initially provided from outside of the unit.
-Ability to effectively educate and promote compliant practices with a wide variety of audiences across the campus is essential.
-New hires in this position will be asked to take a sponsored programs fundamentals class and AU COMPASS courses.

Certification or Licensure Requirements

None required

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, and lifting up to 50

pounds.

Date: 5/6/2022