

JOB INFORMATION

Job Code	DB52
Job Description Title	Electronic Research Administrator
Pay Grade	RE06
Range Minimum	\$41,000
33rd %	\$47,840
Range Midpoint	\$51,250
67th %	\$54,670
Range Maximum	\$61,500
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/6/2022

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

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.

RESPONSIBILITIES

- 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.
- 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.
- 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 Determines when Basic and Master agreements are no longer active, and processes them in accordance with office procedures, Alabama records retention laws, Federal law, and sponsoring agency requirements.
- 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.
- 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.

RESPONSIBILITIES

- 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.
- 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.
- 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.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 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
Some college; vocational or Associate's Degree	No specific discipline.	and	5 years of	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	Yes
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Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None 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					
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:
 Ability to see information in print and/or electronically.