

JOB INFORMATION

Job Code	HC62
Job Description Title	Dir, ERA & Research Analytics
Pay Grade	RE13
Range Minimum	\$98,110
33rd %	\$127,540
Range Midpoint	\$142,260
67th %	\$156,980
Range Maximum	\$186,410
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/15/2016

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

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

RESPONSIBILITIES

- 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 efficiencies 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.
- Assures quality and validity of data, manages system users, develops training documentation and provides user support and training.
- Provides data analysis and reporting as requested including the annual HERD Survey and GSS reports submitted to the National Science 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.
- 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 documentation. 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.
- Administers the operations of the ERA unit and supervises the data quality staff in the unit.

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.
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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	
Bachelor's Degree	Bachelors Degree with no specific discipline is required.	and	8 years of	Experience in research administration or compliance	Or
Master's Degree	Masters Degree in Computer Science, Engineering, Research Admin, Higher Ed Admin, or Graduate Certificate in MIS is preferred with 5 years experience.	and	5 years of	Experience in research administration or compliance	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	CRA (Research Administrators Certification Council)	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.