## Office of Research Administration & Advancement
## Coeus Electronic Research Administration Specialist #  115859

**DUTIES: Provide information and help desk support to UM faculty & staff in the use of the Coeus Electronic Research Administration Grants Management System. Assist the eRA Program Manager with Coeus system administration duties. Assist the Coeus Implementation team in training and support for campus departments in the preparation, electronic routing and electronic submission of proposals via the Coeus System as well as use of the post award module in the Coeus System.**

**QUALIFICATIONS: Bachelor's degree with a focus on Communications, Education or Information Technology. Experience in training end users on software applications is desired.  Applicants should be proficient in using appropriate software: including, but not limited to –Macintosh and Windows applications including the MS Office Suite and Adobe Acrobat Professional, Macintosh and Windows XP operating systems, and Internet browsers such as Safari, Internet Explorer and Firefox. The successful candidate will possess the ability to effectively communicate information to users with different technical needs and skills. In addition, a successful candidate must possess strong analytical and troubleshooting skills, excellent written and verbal skills, effective organizational skills, and a positive customer service attitude.**

**STARTING SALARY: Commensurate with experience**
**ADDITIONAL SALARY INFO: Contingent II Exempt Position**


**TO APPLY: Send letter of application with resume & names, title & phone number of three references to Sally Egloff at** oraaera@umresearch.umd.edu**.**
**Applications will be accepted until this position is filled.**

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