

Northeastern University

COEUS-Application Support Specialist

Department: Office of Research Administration and Finance
Location: Boston Main Campus
Requisition Number: 113413
Position Number: 04011902
Full/Part Time: Full-Time
Grade: 11
Date Posted: 09/08/2010
Comment:

Responsibilities

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The primary responsibility of the Coeus Application Support Specialist is the configuration and maintenance of the Coeus application to meet the requirements of Research Administration and Finance (RAF) processes and policies. The Coeus Specialist is the liaison between the RAF functional users of Coeus and the database administrators supporting the application in Information Services, as well as the primary point-of-contact within RAF for departmental users of Coeus. This position requires a level of competence with research administration and information technology, as well a strong ability to facilitate communications between groups with sometimes disparate priorities. The Coeus Application Support Specialist is involved in every aspect of the Coeus system, from initial implementation to testing, training and maintenance.

Qualifications

Bachelor's degree and 2-4 years of experience required. Proficiency with computers; experience with Coeus preferable, experience with other database management tools such as FileMaker Pro or Microsoft Access also useful; some experience with database structure and quantitative analysis; general knowledge of research administration; strong written and oral communication skills; strong organizational skills.

Internal Posting Requirement

This position will be posted internally for ten days, until September 18, 2010.

Equal Employment Opportunity

Northeastern University is an Equal Opportunity, Affirmative Action Educational Institution and Employer, Title IX University. Northeastern University particularly welcomes applications from minorities, women and persons with disabilities. Northeastern University is an E-Verify Employer.

How To Apply

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1. Click on the 'Add to My Positions' button;
2. Click on the 'View My Positions' button;
3. Click on the 'Apply for Positions' button;
4. Follow the instructions on how to complete 'The Application Process'.

If applying from an external job site:

1. Copy the following URL and paste it into a new browser window:
https://psoft.neu.edu/psc/neuhrprdpub/EMPLOYEE/HRMS/c/NEU_HR.NEU_JOBS.GBL
2. Find the position(s) you are interested in applying for and follow the instructions available on the Careers@Northeastern site.

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2230.