**Job Title** Electronic Research Administration Specialist  
 **Department** [Sponsored Research and Program Development](http://www.rockefeller.edu/sr-pd/homepage.php) (SR-PD). Working towards furthering the University's research enterprise, SR-PD oversees the sponsored research pre-award, non-financial post-award administration, and research development for The Rockefeller University.  
 **Description** The Rockefeller University, a leading biomedical research institute, is seeking a Electronic Research Administration Specialist to support SR-PD staff and world-class investigators and their laboratories in performing electronic research administration and working with System to System (S2S) submission platforms. Responsibilities include: InfoEd administration; ensuring data integrity, award data analysis and reporting; user training and support; interfacing with S2S vendors, RU-IT, and super users elsewhere; working with central administration users, individual researchers and lab administrators; participating in InfoEd, Grants.gov and other relevant user meetings, webcasts, and learning forums; maintaining SR-PD hardware and software inventory and documentation; providing web support and editing related to InfoEd, electronic submission resources and other SR-PD areas; investigating and reporting on emerging technologies, issues and solutions to improve submission and research administration processes. Other projects will be assigned as needed in support of SR-PD operations and continued development.  
 **Job Requirements** Bachelor's degree required. Technical support experience in electronic submission to federal agencies, especially the knowledge of S2S and Grants.gov is required; knowledge of current electronic research administration concepts and practices is a must; experience with SQL Server database software and web applications is an advantage. In addition, the successful candidate should have exceptional attention to detail, a service approach, and professional conduct; must have excellent interpersonal, organizational, oral and written communication skills; the ability to communicate effectively and provide instruction to non-technical researchers and staff is essential. Must be able to interact successfully and work in a team-building environment with a wide range of professionals and other constituents.  
  
The Rockefeller University offers a competitive salary, comprehensive benefits, and tuition reimbursement.  AA/VEVRAA/EOE.    
     
**To apply**   
- Go to <http://www.rockefeller.edu/>  
- Click on Employment in the Upper Right hand corner  
- Click on Staff Opportunities   
- Enter Sponsored Research Technical Specialist in keywords   
  
This position is available as soon as possible. If you have any questions at all please do not hesitate to contact SR-PD Director, Dr. Gila Budescu either by phone (212-327-8054 or 212-327-7791) or by [email](mailto:gbudescu@rockefeller.edu).