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| Job Title | https://recruit.rockefeller.edu/OA_HTML/cabo/images/t.gif | **Electronic Research Administration Specialist** |
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| Employment Status | https://recruit.rockefeller.edu/OA_HTML/cabo/images/t.gif | **Full Time** |
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| Laboratory / Department | https://recruit.rockefeller.edu/OA_HTML/cabo/images/t.gif | **Sponsored Research and Program Development** |
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| Department Description | https://recruit.rockefeller.edu/OA_HTML/cabo/images/t.gif |  |
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|  |  | Sponsored Research and Program Development oversees the administration, compliance, and documentation of sponsored programs for The Rockefeller University, and works towards furthering the University's research enterprise. |
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| Detailed Description | https://recruit.rockefeller.edu/OA_HTML/cabo/images/t.gif |  |
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|  |  | This position supports 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. |
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| Job Requirements | https://recruit.rockefeller.edu/OA_HTML/cabo/images/t.gif |  |
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|  |  | 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. |
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| Additional Details |  | Respond to Job #IRC12277 at <http://www.rockefeller.edu/hr/jobs> |
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