

Job Title	Electronic Research Administration Specialist
Employment Status	Full Time
Laboratory / Department Description	Sponsored Research and Program Development
Detailed Description	<p>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.</p> <p>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.</p>
Job Requirements	<p>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. On-site presence during business hours, or longer if needed, is required.</p>
Additional Details	

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