



## Electronic Research Systems Coordinator

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### Posting Details

#### Posting Information

<b>Posting Number</b>	SAECC3087
<b>Advertised Title</b>	Electronic Research Systems Coordinator
<b>Campus Location</b>	Main Campus (Memphis, TN)
<b>Position Number</b>	016518
<b>Category</b>	Staff (Hourly/Monthly)

<b>Department</b>	Vice President Research
<b>Minimum Position Qualifications</b>	Bachelor's degree in Computer Science, Information Systems, Business, or related field. Minimum 3+ years of progressive responsibility and related professional experience
<b>Special Conditions</b>	The department is especially interested in candidates with:  Experience in a data analyst/reporting or business analyst role  Knowledge of data management and data governance  Experience with the business needs of research administration in a Higher Education setting a plus  Excellent organizational, time management and problem-solving skills
<b>Work Schedule</b>	Monday – Friday 8:00 am – 4:30 pm
<b>Posting Date</b>	08/19/2022
<b>Closing Date</b>	09/02/2022
<b>Open Until Screening Begins</b>	No
<b>Hiring Range</b>	\$52,000 - \$58,000 per year
<b>Full-Time/Part-Time</b>	Full-Time: Benefits Eligible
<b>Working Conditions</b>	While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.
<b>Additional Working Conditions</b>	
<b>Special Instructions to Applicants</b>	
<b>Is this posting for UofM employees only?</b>	No

**Positions  
Supervised**

Demonstrated knowledge of SAS, SQL and relational databases  
Demonstrated ability to communicate complex ideas to lay audiences  
Demonstrated team performance delivering technology solutions with a service mindset approach  
Experience with Database Systems  
Demonstrated ability and willingness to learn new technological tools as they develop  
Demonstrated record of successful collaboration with partners across the organization  
Ability to prioritize and multitask, deadline and detail-oriented  
Demonstrated ability to work effectively with diverse groups  
Strong commitment to customer service  
Strong interpersonal, and customer-service skills  
Ability to work independently

**Knowledge, Skills,  
and Abilities****Additional Position  
Information****Job Duties****Duties &  
Responsibilities****Support Current OSP Technology Systems:**

Supports Director in the maintenance of current OSP data management related systems (Cayuse).

Serves as the point of contact in trouble-shooting issues and for providing training as needed.

**Data Management:**

Collects, cleans, combines and analyzes research related data from multiple sources.

**Duties &  
Responsibilities**

Maintains and recommends data standardization processes.

Streamlines internal process to ensure data is available, reliable, consistent, accessible, secure, and timely to support the mission and activities of the University.

**System Implementation, Management & Training:**

Project Management: Assists in the development of future state eRA System requirements and development of project timelines and milestone/deliverable schedules. Directly involved in all meetings with internal and external stakeholders regarding eRA system design, build-out, testing, data conversion, go-live, and post-production support.

**Duties & Responsibilities**

Supports the implementation process and management of the electronic research administration system for proposal and award administration.

Supports distributed implementation and management oversight of their respective modules at the direction of the Assistant Director. Provide training and trouble-shooting services for the eRA system, inclusive of working with central IT to triage, manage, and closeout support tickets submitted by OSP.

**Manage Data Entry and Integrity for Award Setup, Modifications and Closeout:**

Maintains business process documents.

**Duties & Responsibilities**

Addresses complex transactions.

Administers eRA User IDs and access for research administration and grant users.

**Duties & Responsibilities**

Performs other related duties as assigned.

**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

1. \* Describe your electronic research administrative experience using S2S software.  
(Open Ended Question)

**Applicant Documents**

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**Required Documents**

1. Resume
2. References List
3. Cover Letter

**Optional Documents**

**University of Memphis – Human Resources**

**165 Administration Building, Memphis, TN 38152**

**901.678.3573 [hrrservicecenter@memphis.edu](mailto:hrrservicecenter@memphis.edu) (<mailto:hrrservicecenter@memphis.edu>)**

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