UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Research Associate/Data Analyst III

DIVISION: Academic Affairs

REPORTS TO: Vice Provost for Graduate Studies, Research & Outreach

GRADE: 12

SUPERVISES: Student assistant with technical background

BASIC FUNCTION:

Plan and implement the use of electronic methods in acquiring, managing and disseminating information in order to advance the research mission of the University. Act as the principal resource person for the Research office in all aspects of electronic data processing. Work independently and provide guidance and recommendations to the Vice Provost and staff. Analyze needs and devise appropriate solutions. Consult on Graduate School systems and Outreach needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise the Vice Provost on all matters relating to computer utilization. Evaluate and implement new technology to keep the Research Office current with information services, protocols, and paradigms. Select all equipment and software, perform installations and upgrades, instruct and assist staff in the use of new computer hardware, operating systems and application programs. Provide support for both Apple Macintosh and Microsoft Windows operating systems. Provide support for word processing, spreadsheet, presentation, electronic mail, virus protection, database management, graphics, portable document creation, World Wide Web client, optical character recognition, and image capture software.

Maintain LAN (Local Area Network) for Research Building, including Ethernet hubs, cabling, and IP address assignment. Troubleshoot network failures. Plan and implement changes in network configuration as needed. Work with OIS/NTS on network issues.

Provide database development and support for the Proposal Tracking System to manage pre-award information on all University externally-funded sponsored projects. Write programs to reformat data, compute fugures, and generate reports. Prepare major portions of the Research Office Annual Report and provide figures for summary portions.

Integrate existing databases to support proposal tracking, management reporting, Federal compliance requirements, researcher profile management, and intellectual property tracking. Satisfy requests for digital data, printed reports, and electronically distributed reports from Research Office databases.

Evaluate business practices to promote the migration to a paperless office. Manage the development of Internet-based forms support for all divisions of the Research Office.

Maintain AppleShare IP server. Define and implement access security. Evaluate, select, and install backup software. Configure and monitor daily backup of shared storage.

Support electronic proposal submission required by Federal agencies. Assist in acquiring and using electronic documents provided by Federal agencies and others. Monitor, evaluate, and implement changes as necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Project equipment and software requirements and estimate costs. Advocate for planned incremental hardware and software improvements. Maintain hardware and software inventories.

Act as interface between the Research Office and other campus computing facilities. Work with designated accountant from Grant Accounting to prepare expenditures protion of Annual Report. Work with staff of Federal agencies on technical issues.

Troubleshoot and correct hardware and software failures. Arrange for equipment repair or replacement as needed. Develop and maintain expertise in accessing Internet-based vendor technical support.

Assist staff in accessing, evaluating, and utilizing Internet-based, worldwide services.

Acquire and deploy power protection equipment to prevent damage to computers and peripherals and data loss caused by power failures and surges.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree required, with a minimum of four years of experience in
the installation and maintenance of computer systems, including computer
programming. Prior experience in information technology support of
Research Administration required. Demonstrated understanding of aspects
of Sponsored Project Administration required, including identification of
funding sources. Experience with the following required: proposal
development, review, and approval; grant administration; compliance with
Federal and state regulations in research activities; and intellectual
property development and technology transfer. Must be able to communicate
effectively, both verbally and in writing. Must possess strong
interpersonal skills. Must have demonstrated the ability to perform
duties and responsibilities independently.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY
ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**