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Developed by:…………...…GS
Reviewed by:……………DLJ
Approved by:……….…….LK
Date: …………………... 08/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Research Information Systems

DIVISION: Research and Economic Development

REPORTS TO: Vice President for Research and Economic Development

GRADE: 14

SUPERVISES: Data Analyst I, support staff, Student assistants with technical background

BASIC FUNCTION:

Act as the principal IT manager for the Division of Research and Economic Development. Coordinate and manage day-to-day IT operations of grants management & research administration projects for all offices within the Division of Research. Work independently and provide guidance and recommendations to the Vice President and Directors of all offices within the division in regard to management and utilization of research information systems. Conduct research and stay abreast on newer computing technologies focused primarily towards electronic research administration. Function as a primary point of contact for the division in all matters relating to research IT services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as the principal point of contact and functional lead for the division in matters relating to PeopleSoft pre-award and post-award issues within the PeopleSoft Grants module.

Coordinate with Office of Sponsored Projects pre-award and post-award staff within the division to resolve issues relating to proposal and awards tracking databases.

Work closely with Office of Research Integrity in implementing work flow in regard to compliance protocols and assist in accessing pre-award and post-award protocol information.

Work with the PeopleSoft Financials Team and University Central Computing in resolving technical issues or new implementations, new enchancements/fixes relating to Grants module.

Manage and Implement the division's proposal and awards reporting in PeopleSoft. Design and implement and maintain BI publisher reporting in PeopleSoft for grants management and research administration tasks.

Responsible for grants management data reporting for the Division within PeopleSoft. Responsible for creating and managing queries in PeopleSoft to serve the University community with reports relating to Grants pre-award and post-award information. Satisfy requests for digital data, printed reports, and electronically distributed reports from grants management databases.

Manage and maintain the Division's grants proposal tracking system as a shadow system for historical Grants management data. Provide access to office of sponsored projects staff as required. Perform required database maintenance. Write programs to reformat data, compute figures and generate reports.

Responsible for managing and maintaining the data integrity of the grants management system by performing data validations tasks and work closely with office of sponsored projects staff in resolving data integrity issues. Manage and maintain the SQL server database for proposal tracking system. Write SQL programs to manipulate, compute grants data.

Perform duties of a sub-administrator by managing users in the division's active directory organization unit structure, permissions, create computer accounts, groups and management of permissions within the departmental drives.

Manage, Evaluate and select Division's IT hardware and software systems to ensure optimal computing activities and provide cost estimates including budget projections. Recommend for planned incremental hardware and software improvements.

Manage and maintain IT hardware and software inventories. Responsible for entire Division's IT procurement, interaction with vendor's to determine best hardware and software available, obtaining quotes.

Prepare the Divisions monthly grants reports and the division's research annual report, expenditure reports to analyze proposal and awards information processed by the division for senior leadership team.

Work with staff of Federal/State and other agencies on issues relating to accessing their grants information systems. Assist in accessing ONR award documents from DOD's Electronic Document Access System (EDA) via the ONR Award Web and Admin Web grant document distribution system.

Provide assistance and support for the Office of Research Development with funding opportunity databases such as SPIN, software for internal grant programs, Webex.

Provide support and assistance to Office of Intellectual Property Management in with Sophia tracking database as required.

Work with URI Transportation Center and RI Small Business Development Center on providing IT assistance and support.

Coordinate and serve as administrator and resolve IT issues pertaining to Cayuse424 web based system to system (S2S) proposal preparation and electronic submission module to streamline proposal development and submission.

Coordinate, plan and assist in Cayuse integration with the University's existing PS Grants system to improve work flow and pre-award to post award operations. Work with UCS and PeopleSoft Financials/Grants technical and functional team on systems integration and support.

Manage and maintain IRB, IACUC, BIOSAFETY, CIMC, and CITI tracking databases and host them on the Dred server for access to multiple users in real time and troubleshooting issues. Responsible for database management and back-up operation. Coordinate and provide support for research compliance electronic solutions module IRBNet for IRB, IACUC management.

OTHER DUTIES AND RESPONSIBILITIES:

Attend technology related University meetings.

Responsible for programming tasks including installing and upgrading software packages, adapting software to needs of users and modifying existing programs as required.

Evaluate business practices to promote migration to a paperless office and maintain an understanding of University business practices supported by technology.

LICENSES, TOOLS AND EQUIPMENT:

Personal Computers, servers, printers, database management, spreadsheet, email, Windows & Mac hardware and software applications

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree; Minimum of five years of experience in installation and maintenance of administrative computer systems in higher education environment; Minimum of seven years of experience in managing and delivering computing and information technology services in support of research administration; Minimum of five years of experience in the area of database management and administration of research systems; Demonstrated understanding of aspects of grant related sponsored projects administration (including identification of funding sources, proposal development, grant administration, research compliance and intellectual property management); Demonstrated experience in working with ERP systems (such as PeopleSoft), including querying and reporting tools; Demonstrated experience in database programming supporting research administration; Demonstrated ability to multi-task in a deadline-driven environment; Demonstrated ability to work collaboratively and with minimal supervision; Demonstrated ability to prepare and present detailed reports; Demonstrated strong analytical skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: MBA; Master's degree in engineering- related field.

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