

Class Code:.....1272
Position #: (PSA)(NE):.....
Developed by:.....MJM
Reviewed by:.....DG
Approved by:.....LK
Date:.....12/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Library DataSpark Service Center, Research

DIVISION: Academic Affairs (Library)

REPORTS TO: Business Manager, Library and Director, DataSpark

GRADE: 8

SUPERVISES Support staff, graduate and undergraduate students

BASIC FUNCTION:

Under the direction of the Library Business Manager, coordinate the administrative and operational business of the DataSpark Service Center and Library Research programs. Provide critical analysis of operational billing systems, billing rate analysis and customer records. Assist in coordination of business development, grant proposals and contracts essential for the efficient functioning of these programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for performing all aspects of customer and departmental bill processing, auditing, reconciliation and compliance. Responsible for running monthly, and quarterly billing system reports and for supporting and assisting with financial and rate analysis efforts. Maintain a working knowledge of and adhere to University standards and guidelines related to service center operations and grant and contract accounting.

Work with DataSpark staff and URI faculty involved in DataHUB and other research projects, supporting them in a variety of activities related to the implementation of their projects both pre- and post-award. Assist in on-line reporting requirements and support for research and DataSpark projects.

Responsible for reconciling the budgets and accounting records to ensure proper utilization of the funds allocated, funded research, match commitments and other financial resources including federal, state, foundation and private resources. Monitor assigned accounts and maintain accurate financial records utilizing the PeopleSoft system.

Prepare and maintain Excel spreadsheets for financial reporting and analysis.

Assist in the preparation of specialized financial reports and analyses including allocations, mid-year reviews, agency specific reporting. Assist with the preparation of reports both regular and *ad hoc* reports as directed, and compile data as needed by the Dean, Director of DataSpark or the Business Manager.

Interact with the College's Business Office and liaison with other University offices when appropriate including the Controller's Office, Budget Office, Purchasing, Human Resources and Sponsored Research.

Interpret and apply rules, policies, and regulations pertaining to State and Federal funding agencies.

Supervise and coordinate the work of subordinates, including students.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook), Grant support software (Cayuse), Time Accounting (Toggl) and PeopleSoft.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of academic, finance, research, business, or public administration experience in a complex setting; Demonstrated ability to multitask in a fast-paced environment; Demonstrated ability to work with minimal supervision in a deadline-driven environment; Demonstrated ability to balance multiple priorities; Demonstrated experience with analyzing large data sets; Demonstrated ability to understand budget concepts; Demonstrated experience managing multiple, large financial resources and budgets; Demonstrated experience using Microsoft Office Suite (including Excel, PowerPoint, and Word); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate that to others; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in a higher educational setting; Demonstrate experience utilizing PeopleSoft software including student, human resource and financials modules; and, Demonstrated experience working with undergraduate and graduate students.

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