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Developed by:………….. PS
Reviewed by:……..DLJ, LK
Approved by:….. AMC, LK
Date: …….12/2021; 1/11/2022

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Research Information Systems

DIVISION: Research and Economic Development (DRED)

REPORTS TO: Vice President for Research and Economic Development

GRADE: 15

SUPERVISES: Professional and support staff, as well as student employees

BASIC FUNCTION:

Provide technical leadership for the selection, implementation, development, integration, sunsetting of older systems, and support of research administration systems supporting sponsored programs, research protections, core facilities and other research administrative functions in the Division of Research and Economic Development. Devise systems strategies for supporting all areas of research administration within the Division. Oversee and support a training staff to develop and document processes for end users of research information systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and manage day-to-day IT operations of grants management & research administration projects for all offices and serve as the primary point of contact for the division in all matters relating to delivery of research IT services. Responsible for the continuous improvement of administrative systems and for maintaining high levels of responsiveness to the administrative offices using research information systems and other key stakeholders within DRED.

Provide leadership in design, development and implementation of technologies to enable research administrators to access and analyze administrative systems data to make data-informed decisions and to measure the effectiveness of research administration.

Provide a wide array of support services to ensure the successful operation of the research enterprise, spanning grants administration, human subject research, laboratory animal welfare, research compliance, and technology commercialization.

Manage Office of Research Information Systems budget and provide guidance and recommendations to VP for Research and Economic Development on utilization of existing research information systems, process changes, effective change management and investments in new technologies. Work collaboratively across the administrative offices with DRED, as well as with other administrative and systems offices across the University and other research institutions and vendors.

Manage, maintain, and support information systems across reporting offices and actively pursue a roadmap of information system upgrades and replacements. Commercial solutions currently in use include InfoEd Global system for grants administration, InfoReady portal for internal grants and proposal

submissions, review and approvals, IRBNet for research compliance management for human subject research and animal welfare and Sophia Knowledge Management System for IP management.

Provide leadership, adhere to best practices and advocate for training to ensure Division staff continue to develop their knowledge and skills and increase the capabilities of the office through increased technical knowledge. Support developing training and awareness modules for system end-users.

Serve as the principal point of contact and functional lead for DRED in matters relating to PeopleSoft pre-award and post-award issues within the PeopleSoft Grants module. Work with the PeopleSoft Financials Team and ITS in resolving technical issues and new implementations.

Manage and implement the Division's proposal and awards reporting. Design, implement and maintain BI publisher reporting in PeopleSoft for grants management and research administration tasks. Provide access to data/reports to the broader research leadership in various academic units and administrative units as necessary. Create and manage queries in PeopleSoft to serve the University community with reports relating to grants pre-award and post-award information. Fulfill requests for digital data, printed reports, and electronically distributed reports from grants management databases.

Maintain the Division's grants proposal tracking system (standalone database for historical Grants management data).

Work closely with Associate Vice President, Research Administration, for maintaining the data integrity of the grants management system by performing data validation tasks and resolve data integrity issues. Perform the role of active directory administrator for the Division by managing user security, permissions, 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. Advocate and provide recommendations for planned incremental hardware and software improvements.

Prepare the Division's research annual reports to analyze proposal and awards information for division/university senior leadership team.

OTHER DUTIES AND RESPONSIBILITIES:

Attend technology related University meetings and serve as division representative on select committees.

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

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

Perform other duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

Personal Computers, servers, printers, database management, spreadsheet, email, Windows & Mac hardware and software applications. InfoEd; ERP Systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Computer Science, Statistics, Engineering, Business Administration, or related field; Minimum of eight years of experience in design, development, and implementation of solutions in support of research administration; Demonstrated experience in higher education; Demonstrated understanding of sponsored projects administration aspects (i.e., identification of funding sources, proposal development, grant administration, research compliance and intellectual property management); Demonstrated experience working in research information systems (i.e., InfoEd and other ERP systems, including querying and reporting tools); Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated experience performing duties and responsibilities on multiple projects with minimal supervision; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to work in a fast-paced team environment; Demonstrated strategic thinking and problem-solving skills; Demonstrated supervisory experience; Demonstrated ability to develop and maintain working relationships with various constituencies (including institutional leadership, faculty, senior administrators, staff, and department co-workers); and, Demonstrated ability to collaborate not only internally but with all stakeholders.

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