Director of Electronic Research Administration
Stevens Institute of Technology

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Job Title	Director of Electronic Research Administration
Department	Research
Institution	Stevens Institute of Technology
	Hoboken, New Jersey
Date Posted	Jul. 19, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research
Job Website	https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Director-of-Electronic-Research-Administration_RQ26999
Apply By Email	
Job Description	

Job Description

DIRECTOR OF ELECTRONIC RESEARCH ADMINISTRATION

JOB DESCRIPTION

Director of Electronic Research Administration
Stevens Institute of Technology

It takes a team of extraordinary talent to propel a university on the rise. When you work at Stevens, you join a talented, diverse, and inclusive community of employees who work together to support the education, research, and innovation mission of the University.

POSITION SUMMARY

The successful candidate will play a pivotal role for the Vice Provost of Research Innovation as s/he:

- Manages the latter stages of implementation of InfoEd eRA, including validating, troubleshooting and prioritizing issues for multiple modules.
- Develops and provides a solid understanding of InfoEd eRA modules from a technical and functional perspective.
- **Develops, maintains, and delivers System End User training material.**
- Manages the process of configuring and establishing workflow logic, routing and custom forms within the InfoEd eRA application, including HTML, java scripting and complex system design.
- Supports the Research Administration offices with adaptation to and use of the InfoEd eRA system, including technical support and training.
- Creates test scripts, test strategies and execute system and regression tests for new fixes and regression testing for upgrades and patch maintenance cycles.
- Serves as the liaison between business owners, end users and the university's IT function.
- Designs, documents, and recommends appropriate system configurations according to defined university IT standards.
- Develops business design documentation for software enhancements, modifications, and interfaces.
- Provides communication to campus regarding system issues, upgrades, and maintenance
- Records and tracks all issues that arise during implementation or post-production and facilitates discussions with the vendor to work out resolutions to issues that cannot be addressed through system configuration or business process.
- Contributes to project planning efforts by providing estimates and input into tasks.
- Works with business owners to define, document and prioritize functional requirements.
- Develops a broad understanding of the InfoEd eRA application and underlying technical architecture.
- Participates in multi-function technical meetings regarding all InfoEd eRA modules being deployed.
- Assists as appropriate with the deployment of Enterprise and other modules

QUALIFICATIONS

Minimum Qualifications:

- A bachelor's degree in computer science, management/computer information systems, computer engineering, information technology, or a directly related field from an accredited institution.

- 5 years of professional level experience with application support/troubleshooting, enterprise software configurations, end user training or technical testing.

NOTE: A combination of education and related technical/paraprofessional experience may be substituted for the bachelor's degree on a year for year basis.

Preferred Qualifications:

- Master's Degree in Business, Information Technology, or related field.

- Experience with research administration, especially sponsored projects.
- Experience in a Higher Education setting.
- Testing enterprise level software.
- Experience with relational database design, structure, and maintenance.
- Experience with InfoEd or another Sponsored Research management software suite.

Additional Competencies:

- Ability to communicate effectively, both in writing and orally.

- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity and inclusion.
- Strong customer service and the ability to be flexible and highly organized
- Ability to manage time effectively and work under tight deadlines
- Ability to troubleshoot systems with documentation and beyond documentation, persisting until a fix is complete
- Ability to implement and support complex software applications
- Ability to coordinate with multiple groups (business and technical) to find working solutions

- Knowledge of project management
- Self-motivated and proactive, taking initiative to solve problems and recruit assistance for those solutions quickly
- Ability to test enterprise level software
- Reliable attendance during business hours

The successful candidate must be a U.S. Person

Department

Research

General Submission Guidelines:

In order to be considered a candidate for any job at Stevens, you must submit an online application. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff and student body and strongly encourages applications from female and minority candidates as well as veterans and individuals with disabilities. Stevens is a

federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. You can obtain a copy of this report by accessing the following web site: http://www.stevens.edu/sit/police

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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