

Research Information Administrator Position Description

Section I: Position Information

Effective Date	July 1, 2024	<input type="checkbox"/> Update Only	<input checked="" type="checkbox"/> Classification Review
Position Title	Research Information Administrator		
Position Number	998508		
Classification Level	R4		
Position Affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Location	Virtual		
Department	Research Office		
Reports To	998636, Manager, Research Development		

Position Summary

The Research Office at Athabasca University seeks a passionate and detail-oriented Research Information Administrator (RIA) to champion the accuracy and integrity of research data within AU Pure, our research information management system. The RIA's work directly impacts the success of the university's research endeavors through their data management and organizational skills, professional communication and interpersonal abilities, ability to work independently as well as take initiative, and leverage and promote digital innovation in processes and systems.

The primary purpose of this role is to support researchers, and colleagues in the Research Office, with research related data entry and its management in Pure; as the custodian of Pure, this position will meticulously maintain complete and accurate research data. To this end, this position will frequently liaise with members of the research community to identify gaps and discrepancies with the information presented in their Pure research profile. As such gaps and discrepancies are discovered, the incumbent will add to or correct the data in Pure and seek validation from the relevant researchers.

The RIA will also empower research excellence by:

- Providing Expert Support to AU's research community: As the go-to person for researchers in need of support with Pure, researchers will turn to the incumbent for expert guidance on using Pure, troubleshooting, and keeping their profiles current.
- Enhancing Research Visibility: Become a champion for Pure, promoting its capabilities through collaborative communication and engagement efforts. This will manifest through opportunities to preparing newsletter updates, develop knowledge sharing articles, etc.



- **Advocating for Continuous Improvement:** The RIA's keen eye will contribute to Pure's ongoing optimization by identifying and advocating for improvements to the system and related processes.
- **Research Office Team Member:** The RIA will collaborate with the Research Office team on data management initiatives and assist with developing and exporting reports generated through Pure.

Duties and Responsibilities

With the position summary in mind, the incumbent will:

- **Become a Pure Superuser:** Gain a solid understanding of Pure and the university's research landscape to ensure data accuracy and integrity. While a technical background isn't mandatory, comfort with digital tools and data entry is essential.
- **Research Liaison:** Communicate effectively with researchers and Research Office colleagues regarding Pure and the data therein.
- **Data Champion:** Maintain meticulous activity records, track workload, and ensure timely resolution of issues. Ensure Pure implementation adheres to university digital governance frameworks and security standards.
- **Collaborative Spirit:** Partner with research teams to guarantee data quality in Pure. Actively propose system improvements to the Manager, Research Development.
- **Pure Advocate:** Promote the adoption of Pure within the AU research community.
- **Data Steward:** Input and maintain accurate data in Pure, encompassing researcher profiles, publications, grants, and research activities. In the process ensure consistency and completeness of data in Pure.
- **Data Detective:** Perform regular data quality checks to identify and rectify discrepancies, duplicates, and inconsistencies. Investigate and resolve data issues like missing information, system errors, and access problems.
- **Knowledge Disseminator:** Deliver Pure updates to various stakeholders through email, Teams, or other channels. Support the development of user guides and resources related to Pure.
- **Researcher Ally:** Assist researchers, and others, with using Pure effectively.
- **Continuous Improvement:** Over time, strive to become a Pure expert, and advocate for system improvements and configuration adjustments.

And Other duties, as assigned.

Occupational Health and Safety

Employees:

Responsible to participate in the AU OHS Program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification Factors

In addition to the details outlined in the other sections within this position description:

- Confidentiality and tactfulness are necessary in dealing with faculty researchers and other members of the AU research community.
- This position regularly deals with internal members of the AU research community via email and online meetings and it's imperative that professional behaviour and good judgement is used.
- The position will require good data management practices and the incumbent will be required to develop expert knowledge in Pure (via training provided on the job, after appointment).
- Exceptional attention to detail is required to ensure data in Pure is accurate and complete.
- A high degree of independence is required in organizing, prioritizing, and performing daily tasks as well as ensuring priorities are being managed appropriately.
- Must be able to tolerate disruption, manage time, cope with high volumes of work, set priorities, meet continuing changes in procedures due to systems development, and institutional changes, and manage the unpredictability of dealing with a system that will be new to many within AU.
- Must function well as a team member and work cooperatively with others.
- Must be able to communicate clearly and professionally, through both verbal and written communication.

Work Problems

In pursuit of the duties outlined above and the position summary, the incumbent will:

- Draft professional correspondence to faculty researchers providing accurate information relating to their research data and Pure and politely request further information from them as necessary.
- Meet online (over MS Teams) with members of the AU community as necessary and do so in a professional manner. Handle all communications tactfully, whether verbally or written.
- The effect of errors could be significant and errors could impact not only on academic staff, but the entire university and its reputation. Example errors would include erroneous data entered, or not corrected when identified, in Pure.
- Identify any problems or areas for improvement within AU's Pure system, and work with members of the Research Office, as appropriate, to resolve issues.

- Independently organize a daily workload to ensure smooth flow of requests and queries while being responsible for accuracy and completion of work.
- Assess non-routine requests and queries to ensure complete and satisfactory processing and/or referral of same. This requires knowledge of other Athabasca University functions and how to triage out such requests or obtain the approval for any special action required.
- The incumbent will have access to confidential material in performing their duties and responsibilities. As a result, the incumbent will be required to uphold the utmost degree of confidentiality and be familiar with AU's regulations and the guidelines in order to conform with them.
- Adjust daily workload to handle special tasks or assignments.

Authority

- Prepare and sign own correspondence.
- Responsible for independent prioritizing of daily, weekly, and monthly workload.
- Make independent judgments and decisions regarding data entry, validation, and integrity.
- Responsible for accuracy and completeness of all tasks performed.
- Perform duties under minimal supervision with constant opportunity and requirement for independent thought.
- While the incumbent will be encouraged to take initiative, any activities outside of the specified duties and responsibilities should be discussed with and approved by the Manager, Research Development.

Contracts and Communications

- Contact various staff (support, professional, faculty, and management) throughout the university to provide support with research data entry and integrity management, particularly within Pure.
- Maintain a high degree of confidentiality with respect to personal and academic information.
- Must communicate in a professional and positive manner.
- Must have polished written and oral communication skills.

Signatures for Section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

- **High School Diploma and Administrative Experience:** A minimum high school diploma is required along with minimum one year of administrative experience.
 - A university degree is strongly preferred, and experience in university administrative roles as well as familiarity with university-level research would be an asset.
- **Digital Proficiency:** Possess strong computer literacy and comfort working with large information systems. Demonstrate the ability to learn new digital systems quickly.
- **Software Savvy:** Proficiency in standard Microsoft Office Suite applications (Excel, Outlook, Word) is necessary.
- **Team Player and Independent Worker:** Thrive in both collaborative and independent work environments as part of a distributed team.
- **Effective Communicator:** Maintain excellent interpersonal and communication skills for interacting with internal staff (faculty, professional staff) via various channels (phone, email, online meetings). Experienced in developing and generating data reports.
- **Organizational Effectiveness:** Exhibit exceptional time management, organizational, and administrative skills. Proven track record of prioritizing tasks, allocating resources, and meeting deadlines within complex environments.
- **Adaptability Champion:** Demonstrate the ability to handle high workloads and adapt to ever-changing policies and procedures.
- Experience with data entry and data validation would be an asset.

Signatures for Sections I and II

Department Head Signature		Date
Associate VP Signature		Date
Executive Officer Review		Date
Human Resources Review		Date