

Research Information Systems Trainer
University at Buffalo, The State University of New York

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Posted Sep. 29, 2022, set to expire Aug. 4, 2023

Job Title	Research Information Systems Trainer
Department	VPR Information Systems
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 29, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
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Job Description

UB's [Research Information Systems \(RIS\)](#) unit is seeking a Trainer to help support UB's electronic research administration efforts. This position fills a unique role in the department providing training, web page development and application support duties.

The ideal candidate is detail-oriented, customer-focused, and flexible to shift with changing priorities and needs. The Trainer should be a team player with the ability to anticipate challenges and sense the needs of customers to adjust training programs, as necessary, in order to achieve the best possible results. In addition, the Trainer will provide application support to UB's research users.

Primary Duties and Responsibilities:

- Develop in-depth knowledge of system capabilities, applications, and processes to function effectively as an educator.

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- Assist in developing and implementing training programs.
- Develop user guides and quick reference material.
- Conduct one-on-one and group end-user training.
- Engage with end-users to obtain feedback for process improvement.
- Assist with system application administrative functions.
- Assist with webpage development.
- Provide application user support.

Research Information Systems is dedicated to supporting UB's research efforts, both on the administrative and program side, providing integrated information services, resources and technologies to the UB community.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact



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