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## Auburn University Job Description

Job Title: **Assoc Dir, Analytics**

Grade AA14 \$80,500 - \$144,900

Job Code: **HC37**

FLSA status: Exempt

Job Family: Academic Services and Administration

Job Function:

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### Job Summary

Reporting to the Director of Institutional Research, the Associate Director oversees the data resources needs of the Unit through coordination with campus departments, committees, and personnel; and supports projects in advancement of the institution's mission through the application of institutional research techniques and methodologies.

### Essential Functions

1. Develops and coordinates solutions to meet the ongoing data resource needs of the Office of Institutional Research.
2. Advises and assists other campus units, working groups, committees, and individuals, as appropriate, in carrying out their own specialized analytical studies.
3. Assists the Director in making use of data, findings, and perspectives from one-time and recurring analytical studies in support of the unit's larger role of providing effective information support for senior leadership.
4. On behalf of the Office of Institutional Research, maintains the inventory of data systems, their sources, interdependencies, and downstream subservient systems.
5. Facilitates coordination of data-related projects among campus units, including survey-related data.
6. Leads the management and support of the AU Evaluate process of student evaluations of teaching.
7. Oversees the process to maintain business continuity within the office and the institution's enterprise-level analytics suite.
8. May perform other duties as assigned.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Degree from an Accredited Institution in Arts and Humanities, Business, Education, Engineering, Natural Sciences, Social Sciences, information sciences or related field. Master's degree is desired.
<b>Experience (yrs.)</b>	6	Experience in institutional research, business intelligence systems, or other higher education with progressively increasing levels of responsibilities.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of data management, analysis, fundamental techniques for measuring and interpreting data, and reporting for institutional research and higher education processes.

#### Certification or Licensure Requirements

None Required.

#### Pre-Employment Screening Requirements

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/5/2023

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