AUBURN
Human Resources

Sr Analyst, Educational Research

Job Description

JOB INFORMATION

Job Code	AG03
Job Description Title	Sr Analyst, Educational Research
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/15/2021

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Assessment & Accreditation

JOB SUMMARY

Reporting to the Director of Academic Assessment, the Senior Analyst for Educational Research coordinates and advances a program of analytical studies involving quantitative and qualitative institutional data in support of the University's mission and accreditation. Identifies research questions, analyzes data, uncovers gaps and challenges, communicates findings, and facilitates collaborative programming at the unit level.

RESPONSIBILITIES

- Plans, organizes, designs, and carries out educational research studies for the institution, a college, department, or unit in support of the Quality Enhancement Plan and student achievement, often involving complex or advanced research methods. At times, assists other units to complete specialized analyses.
- Assists the Director in making use of the data, to include one-time and recurring analytical studies in support of the Insight Lab's role of providing effective information support for leadership and administrators across campus (i.e. communicates insights to relevant audiences).
- Establishes and maintains relationships with personnel across the institution (other administrative and support units, college personnel, departmental faculty) in order to collect, analyze and use institutional data for decision making and programming design.
- Develops and implements databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality. Ensures the accuracy and integrity of data sources and information.
- Collaborates with partners to internally and externally publicize intervention successes.
- Visualizes data to support data-informed programming at all levels of the institution.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Statistics, Educational Research or Assessment, Higher Education, Social Science, Psychology or relevant field.	and	3 years of	Experience designing, analyzing, and reporting on institutional or organizational data.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data management, analysis, fundamental techniques for measuring and interpreting data, research design, and reporting.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work with	
detailed information with attention to accuracy.	
Strong analytic, interpersonal, written and verbal communication skills.	
Knowledge and skills in quantitative and qualitative research design and administration.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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