AUBURN
Human Resources

Spec, Data Analytics & Statistics

Job Description

JOB INFORMATION

Job Code	DB44
Job Description Title	Spec, Data Analytics & Statistics
Pay Grade	AA11
Range Minimum	$59,760
33rd %	$73,700
Range Midpoint	$80,670
67th %	$87,640
Range Maximum	$101,580
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/7/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

The Data Analytics and Statistics Specialist provides data management and analytics to support programmatic and research operations across a School/College.

RESPONSIBILITIES

- In collaboration with College/School's Division of Research, assists faculty in the planning and implementation of data analysis strategies that support submission of competitive research applications to include prospective sample size and power calculations, population-based statistical analyses of large data sets, and fundamental statistical comparisons of experimental results and outcomes. Serves as the expert statistician and resource for all departments.
- Provides statistical expertise to faculty in analysis of research project results and technical writing of statistical content that is included in all types of scholarly communications including conference presentations, news articles, and journal publications. Represents the School/College effectively in the greater community through publication, presentations or similar means.
- Develops, plans, and implements data analysis strategies that support academic, research, and outreach programmatic evaluations and assessments. Conducts strategy meetings and follows up with a School/College's leadership to ensure the program goals are achieved. Designs and carries out analytical studies in support of the School/College, often involving complex or advanced research methods.
- Responsible for developing and maintaining customer relationship management (CRM) services, to include quality control, reporting and delivering data to the various School/College entities. Assists the Dean in making use of data, findings and perspectives from one-time and recurring analytical studies in support of the School/College's efforts to increase enrollment and improve programs, bringing information to bear on unit decision making. Establishes policies and procedures for data governance, data security, integrity and data definitions for the School/College.
- Maintains user-friendly databases to ensure required data are accessible, can be accurately incorporated into reports, and that useful reports are available to appropriate stakeholders.

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 Mathematics, Statistics, Business, or related field.	and	3 years of	Experience in the application of statistical methods to collect, summarize, analyze, interpret, and present data..	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data management, statistical analysis, research methods, and basic math.	
Knowledge of analyzing data and use the findings to guide decision making.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.