AUBURN
Human Resources

Asst Dir, Academic Data

Job Description

JOB INFORMATION

Job Code	DB49
Job Description Title	Asst Dir, Academic Data
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	2/1/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Academic Insight, the Assistant Director for Academic Data Acquisition and Reporting is responsible for the implementation of major data collection infrastructures for Auburn University to include the Connecting the Creed, Creed to Succeed, and Alumni Surveying. Collects assessment and survey data aligned to Auburn University's Strategic Plan, Quality Enhancement Plan, and General Education. Ensures direct and consistent communication regarding to data collection and surveys with a variety of audiences to include, but not limited to, incoming freshman and seniors, parents, advisors, college administrators, student services staff, alumni, outside vendors, outside employers, etc.

RESPONSIBILITIES

- Operational Planning and Logistics: Leads all academic effectiveness data collection efforts for Auburn University within Creed to Succeed, Connecting the Creed, and Auburn's Alumni Survey. Plans and implements the collection of academic and institutional data across multiple assessment instruments to include accurate tracking of student fulfillment of course requirements and survey completion. Creates all content for the courses each semester and troubleshoots problems as they arise.
- Supervision: Supervises a professional staff member and undergraduate and graduate student workers that support data collection efforts and the general education and program assessment infrastructure maintained by the Office of Academic Insight. Meets with the staff regularly, delegates tasks and projects, advises them on work completed for the office, and provides formative feedback to support their professional development, makes pay, promotion, and employment decisions.
- Relationship Building: Maintains strong partnerships with both on-campus colleagues and external audiences to ensure the major data collection infrastructures implemented by the Office of Academic Insight are both efficient and effective in supporting Auburn University's Strategic goals. Collaborates with professional staff of the office to communicate and report student data to campus partners for accurate and timely intervention.
- Marketing: Seeks continuous improvement to the overall efficiency of Connecting the Creed, Creed to Succeed, the six-month process for collecting data from recent Alumni and Auburn University's Alumni Survey, which includes working with campus partners to create marketing and communication strategies for the course and survey requirements. Builds, refines, and maintains processes that create campus-wide partnerships.
- Communication: Communicates regularly with a variety of stakeholders including, students, parents, advisors, Associate Deans, the Registrar, Office of Information Technology, student service representatives, alumni, outside vendors, and outside employers. Presents regular updates to students and campus collaborators via email, phone, and orally across campus. Responds to questions and/or advises professional staff and students on appropriate communication strategies.

RESPONSIBILITIES

- Special Project: Assists in developing, maintaining, and updating data elements within Salesforce with an emphasis on student outcomes as the campus transitions to a "One Auburn" global data warehouse model. Upholds critical data security efforts and trains other staff in the office on how to perform this, ongoing. Supports the Office of Academic Insight, specifically academic assessment, by contributing to annual Meta-Assessment activities. Supports Auburn University by occasionally serving on committees and providing guidance to other units about data collection.
- Supports the mission of the Office of Academic Insight, to improve national visibility of best practices in assessment of student learning, student achievement, and learning improvement by providing high quality information to a professional audience to include publications, webinars, conference attendance. Actively seeks out professional development opportunities and supports professional staff to seek opportunities for professional development.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Social Sciences, Psychology, Sociology, Business Administration, Mathematics, Statistics, Educational Research or Assessment, Higher Education, or related field.	and	3 years of	Experience managing and coordinating major projects or infrastructures in a higher education setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education, student learning outcomes assessment, data management, statistics, and research design.	
Knowledge of data management, analysis, fundamental techniques for measuring and interpreting data, research design, and reporting.	
Strong problem solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or manage a wide range of diverse audiences including students, faculty members, colleagues, staff, and other constituencies.	
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.	
Ability to communicate effectively and professionally.	
Ability to supervise, prioritize, and plan tasks to meet project deadlines.	
Skills to support productive, trusting, and positive campus partnerships.	

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.