AUBURN
Human Resources

Program Analyst
Job Description

JOB INFORMATION

Job Code	EA45
Job Description Title	Program Analyst
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/31/2018

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Oversees all aspects of data management and analytics to support the programs within a division or department.

RESPONSIBILITIES

- Assists in developing, planning, and implementing education projects and initiatives ensuring goals and objectives are accomplished within parameters.
- Establishes and maintains contact with other departments and outside agencies in order to permit timely and effective sharing of information and implementation of programs and initiatives.
- Develops, compiles, and maintains large databases and surveys; collects and analyzes data to provide reports to enhance the mission and goals of the department. Monitors and assures quality of data and determines how to translate into usable, actionable information for the formation and execution of strategies and measures of success.
- Collaborates with unit/departments to write evaluations and assessments to include in funding proposal ensuring that required data are accessible, are accurately incorporated into reports, and that useful reports are available to the appropriate people.
- Disseminates program outcomes and findings through journal publications, news articles, and conference presentations. May assist in preparing materials necessary for copy production.
- Creates and maintains websites for all programs within the unit.

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	
Bachelor's Degree	Degree in mathematics, business, statistics or relevant field. Master's degree preferred.	and	2 years of	Experience in collecting, analyzing, and reporting data; able to analyze data and use the findings to guide decision-making. Experience in program assessment and evaluation.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of statistical principles and practices, familiarity with computer applications and software programs.

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.