AUBURN
Human Resources

Analyst Sr, Institution Rsch

Job Description

JOB INFORMATION

Job Code	HC13
Job Description Title	Analyst Sr, Institution Rsch
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	12/16/2011

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages and provides expertise in data collection, analysis, and reporting concerning faculty and staff data, and university planning and evaluation support for the University's Office of Institutional Research Analysis.

RESPONSIBILITIES

- Monitors and assures quality of data in all continuing and one-time reports relating to institutional research and analysis to include annual IPEDS reports submitted to the U.S. Department of Education.
- Audits faculty and staff data systems and works with University staff to correct errors and prevent future problems.
- Conducts analytical studies to support planning and evaluation by the University's senior academic and administrative officers.
- Provides leadership to, educates, and advises office personnel on issues related to institutional research to include data collection, data maintenance techniques, research question formulation, analytical method appropriateness, and use of results.
- Provides expertise to internal and external audiences on institutional research relevant activities.
- Establishes and maintains contact with other institutions and outside agencies in order to permit timely and effective sharing of information.
- Serves as primary staff liaison for institutional research matters under litigation.

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	In Higher Education, Business Administration, Biological Science, or related field	and	3 years of	Experience in designing, analyzing, and reporting institutional research	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data management, analysis, research design, and reporting for institutional research and higher education processes.	

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.