AUBURN
Human Resources

Analyst II, Institutional Studies

Job Description

JOB INFORMATION

Job Code	HC21B
Job Description Title	Analyst II, Institutional Studies
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	12/16/2011

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides demographic, analytical and other information about the University, its programs and its student population and assists in developing and maintaining data systems to support their analysis.

RESPONSIBILITIES

- Retrieves and analyzes information to support both regular and ad hoc studies relating to academic programs and enrollment management when requested by internal or external sources.
- Assists in conducting analytical studies to support planning and evaluation by the University's senior academic and administrative officers.
- Directs the preparation and submission of various data used in funding formulas.
- Conducts post-hoc studies of graduates and conducts other survey research.
- Calculates and disseminates statistical information about Auburn via a regular publication of "Facts and Figures" in print and on-line.
- Monitors and maintains the University's official academic program inventory to include collecting and reviewing input from Academic Affairs Office and developing inventory within constraints established by ACHE and U.S. Department of Education.
- Provides expertise to internal and external audiences by keeping abreast of scholarship and developments in institutional research, particularly in relation to enrollment management and faculty resources.
- Assists the coordinator of institutional data analysis and other OIRA staff, as needed, to develop and maintain OIRA's technology resources.

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	In Statistics, Management Information System, one of the natural or social/behavioral sciences, or related field	and	2 years of	Experience in design, analysis, and reporting of data analysis or institutional research	

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.