AUBURN
Human Resources

Sr. Analyst Assessment

Job Description

JOB INFORMATION

Job Code	HC34
Job Description Title	Sr. Analyst Assessment
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:	1/28/2026 9:47:21 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position coordinates research and assessment activities to advance the mission of the unit, the institution, and its accreditation and will carryout research and assessment projects on programs and services at the divisional level and institutional levels. This position will assist in providing assessment and planning support for all of the unit.

RESPONSIBILITIES

- Provides coordination and expertise in designing, implementing, and interpreting assessment, evaluation, and research projects including, but not limited to: learning and program outcomes, student retention and success measures, integrated institutional and unit-specific research data sets, program review, satisfaction and benchmarking, participation in national assessment studies, reaffirmation (accreditation) support, research being conducted by individuals and work groups, and project-specific assessment related to the unit's or institution's strategic plan and tactical operations.
- Manages, reviews, and oversees the administration of survey projects, using principles of research and measurement theory to develop rigorous and reliable methods that assess outcomes such as program effectiveness and student learning and development, including consideration of psychometric characteristics, qualitative/quantitative analysis, and human research integrity.
- Provides support and expertise in guiding and mentoring staff to address their assessment and evaluation needs through development of measurable program objectives and learning outcomes, and assisting them in developing appropriate assessment plans and assisting with the review of these plans including meta-assessment.
- Develops correspondence and reports regarding assessment activities within the unit including the contributions of the unit toward divisional and institutional goals such as student learning, retention, success, and other areas of evaluation.
- Serves as a resource for the administration and use of assessment and planning software products.
- Collaborates in planning and executing professional development activities for staff to enhance their assessment, evaluation, and research competencies.
- Collaborates with leadership on unit-wide program review and strategic plan development and implementation processes.
- May support daily assessment operations to include maintaining the unit's website and the supervision of departmental staff at the direction of or in the absence of supervisor.
- May research and collaborate on the cultivation and submission for grants and other external funding to benefit 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	in Higher Education, Educational Research/Assessment, Data Science, Business, or related field.	and	3 years of	experience in data analysis, assessment, institutional research, or a related field.	Or
Master's Degree	in Higher Education, Educational Research/Assessment, Data Science, Business, or related field.	and	1 year of	experience in data analysis, assessment, institutional research, or a related field.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program assessment, strategic planning, higher education practices, student affairs, advanced statistical and psychometric knowledge, research and experimental design, data management, and data analysis, basic understanding of accreditation standards.	
Knowledge of theory and practice related to college student development, including familiarity with professional standards such as The Council for the Advancement of Standard in Higher Education (CAS) and Assessment Skills and knowledge (ASK) Standards.	
Skilled in quantitative and qualitative research design and administration.	
Preference given to those with experience in experimental and survey design, data analysis, and statistical reporting.	
Ability to understand mission alignment and broad planning frameworks, strategic planning, outcomes-based approaches, and key performance measures.	
Strong analytic, interpersonal, written and verbal communication skills.	
Ability to work independently to accomplish assigned goals in a timely manner.	
Ability to work with detailed information with attention to accuracy.	
Significant experience with the following software applications or product equivalents: Microsoft Office Professional Suite and SPSS or other equivalent statistical software.	
Experience with Qualtrics and/or Anthology's Baseline and its other software platforms is desired.	
Experience with computer-assisted qualitative data analysis software (Nudist, NVivo, Miner, etc.) is desirable.	

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.