AUBURN
Human Resources

Assoc Dir, Analytics

Job Description

JOB INFORMATION

Job Code	HC37
Job Description Title	Assoc Dir, Analytics
Pay Grade	AA14
Range Minimum	$85,730
33rd %	$108,590
Range Midpoint	$120,020
67th %	$131,450
Range Maximum	$154,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Institutional Research, the Associate Director oversees the data resources needs of the Unit through coordination with campus departments, committees, and personnel; and supports projects in advancement of the institution's mission through the application of institutional research techniques and methodologies.

RESPONSIBILITIES

- Develops and coordinates solutions to meet the ongoing data resource needs of the Office of Institutional Research.
- Advises and assists other campus units, working groups, committees, and individuals, as appropriate, in carrying out their own specialized analytical studies.
- Assists the Director in making use of data, findings, and perspectives from one-time and recurring analytical studies in support of the unit’s larger role of providing effective information support for senior leadership.
- On behalf of the Office of Institutional Research, maintains the inventory of data systems, their sources, interdependencies, and downstream subservient systems.
- Facilitates coordination of data-related projects among campus units, including survey-related data.
- Leads the management and support of the AU Evaluate process of student evaluations of teaching.
- Oversees the process to maintain business continuity within the office and the institution's enterprise-level analytics suite.

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 supervise employees but supervision is not the main focus of the job.

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	From an Accredited Institution in Arts and Humanities, Business, Education, Engineering, Natural Sciences, Social Sciences, information sciences or related field. Master's degree is desired.	and	6 years of	Experience in institutional research, business intelligence systems, or other higher education with progressively increasing levels of responsibilities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of data management, analysis, fundamental techniques for measuring and interpreting data, 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.