AUBURN
Human Resources

Analyst II, Business Administration

Job Description

JOB INFORMATION

Job Code	HC65B
Job Description Title	Analyst II, Business Administration
Pay Grade	AS10
Range Minimum	$46,450
33rd %	$55,740
Range Midpoint	$60,380
67th %	$65,030
Range Maximum	$74,320
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/16/2021

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Provides demographic, analytical and other information about a college or school, its programs, and its students population. 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 the Colleges academic programs and enrollment management when requested by internal or external sources; serves as the primary liaison to provide requested information.
- Calculates and disseminates statistical information for various bench marking purposes.
- Serves as the College's Sales Force Administrator creating and maintaining software functionality, and training new users.
- Compiles and maintains data to support planning and program execution, as well as to assist with decision making.
- Conducts post-hoc studies of graduates and conducts other survey research.

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 business, accounting, finance, statistics, information systems or related field.	and	2 years of	Experience in design, analysis, and reporting of data analysis	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

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.