AUBURN
Human Resources

Coord, Academic Insight

Job Description

JOB INFORMATION

Job Code	HC82
Job Description Title	Coord, Academic Insight
Pay Grade	AA08
Range Minimum	$43,580
33rd %	$52,300
Range Midpoint	$56,660
67th %	$61,010
Range Maximum	$69,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/5/2018

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Academic Assessment, the Coordinator of Academic Insight coordinates and oversees the required Undergraduate Graduation Course (UNIV 4AA0), which includes a general education assessment test and a First Destination Survey. Data resulting from these requirements allows Auburn to document evidence about student success (i.e., related to learning and initial post-graduate outcomes).

RESPONSIBILITIES

- Coordinates and oversees the functionality of the UNIV 4AA0 course, including: planning and implementation of the general education assessment tests (known as SCORE: Student Core Outcomes and Readiness Exam) and the First Destination Survey: accurately tracking student fulfillment of requirements of the course. The Coordinator will troubleshoot problems encountered and create timely solutions.
- Communicates regularly with a variety of stakeholders including students, parents, administrative offices (e.g., Registrar's Office, Office of Information Technology), and presents regular updates orally across campus (e.g., to the Associate Deans, to faculty). In addition to planned communication, the Coordinator will respond to questions about the course in a timely fashion.
- Maintains a secure data warehouse and regularly produces customized datasets using data management skills in Excel and more advanced software using syntax (e.g., R, SAS, SPSS). Maintains data integrity.
- Creates data summary reports on academic insights resulting from data collected in the UNIV 4AA0 course to share widely across campus with a variety of stakeholders (e.g., administrators, faculty, students). The Coordinator is committed to continually improve the efficiency of the UNIV 4AA0 course and enhance the student experience.

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	
Master's Degree	Must have a degree in social sciences, education, or sciences.	and	2 years of	Experience managing and coordinating a major project utilizing large data sets and providing statistical analyses.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Must have knowledge of higher education, student learning outcomes assessments, data management, statistics, and research design.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.