AUBURN
Human Resources

# Analyst I, Academic Program

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | HC90A |
| Job Description Title | Analyst I, Academic Program |
| Pay Grade | AA06 |
| Range Minimum | $37,460 |
| 33rd % | $43,700 |
| Range Midpoint | $46,820 |
| 67th % | $49,950 |
| Range Maximum | $56,190 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/12/2019 |

## JOB FAMILY AND FUNCTION

| | |
|---|---|
| Job Family: | Academic Services & Administration |
| Job Function: | Academic Programs |

## JOB SUMMARY

Provides demographic, analytical and other information about online programs and/or academic programs, students, populations, and assists in developing and maintaining data systems to support analysis.

## RESPONSIBILITIES

- Compiles, retrieves and analyzes data and information to support both regular and ad hoc studies relating to online programs and/or academic programs.
- Conducts analytical studies to support the planning and evaluation of the program including but not limited to, admissions information, financial activity, enrollment information.
- Creates models using statistical techniques for projecting items such as number of applicants and/or enrollment trends, recruitment efforts, goal setting.
- Provides expertise to educate and advise colleagues and senior leadership on issues related to data collection, data maintenance, analytical methodology and use of results.
- Researches and responds to various ad hoc data requests from departments and committees, as well as college leadership. Provides recommendations based on appropriate analysis and compiles and disseminates information from both internal and external data sources.
- Supports evidence-based decision making and analysis of programs and college effectiveness through a range of responsibilities. May include but not limited to questionnaire design, online surveys, survey administration, data processing, basic and complex data analysis, report writing, presentation of findings, etc.
- Monitors and assures the quality of data related to the program.

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 Business, Statistics, Mathematics, Finance, Information Systems | and | 0 years of | experience in the design, analysis, and reporting of data. | |

## 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.