AUBURN
Human Resources

Analyst III, Academic Program

Job Description

JOB INFORMATION

Job Code	HC90C
Job Description Title	Analyst III, Academic Program
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
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	4 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.