AUBURN
Human Resources

Coord, Data Collection & Analysis

Job Description

JOB INFORMATION

Job Code	HC91
Job Description Title	Coord, Data Collection & Analysis
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	8/9/2024 1:05:07 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Coordinator of Data Collection and Analysis coordinates all aspects of the First Destination Survey follow-up process.

RESPONSIBILITIES

- Coordinates all aspects of the six-month follow-up process for the First Destination Survey at the undergraduate and graduate levels. This includes but is not limited to survey creation/administration, checking for data accuracy, following up on inconsistencies and coordinating the student research process. Runs custom queries and reports, imports/exports data from Qualtrics, manages and cleanses data, uses pivot tables to verify and analyze data at an advanced level. Communicates results with a variety of campus stakeholders as cohorts are finalized.
- Leads efforts for the dual launch of Auburn Grad Career Survey on behalf of the University. Coordinates vendor vetting and implementation of an alumni data platform. Strategizes a university-wide career outreach and reporting plan for recent alumni "still seeking" employment to connect with Auburn University career professionals based on First Destination Survey feedback.
- Serves as the liaison to the Provost Communications and Marketing team. Coordinates office-wide website updates, social media updates and create various marketing materials for the office. Additionally, coordinates the vetting and ordering of office-branded merchandise.
- Assists with office-wide event coordination and have an active role to spread office awareness at the institutional, state, regional, and national level.
- Supervises the performance of a Graduate Assistant assigned to assist with Data Collection efforts and other needs of the Office of Academic Insight.
- Serves as the Salesforce Functional Administrator for the Office of Academic Insight. Assists in developing, maintaining, and updating data elements within Salesforce with an emphasis on student outcomes. Creates and enhances reporting tools (i.e. dashboards) to provide metrics identifying potential student success factors. Assist with providing data required for Salesforce to include data that is atypical to other parts of the University. Assists with the data flow from OAI to the Data Warehouse to Salesforce.

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	Business, Education, Social Science, Computer/Software Engineering, other Sciences such as Statistics/Math.	and	4 years of	Experience managing and coordinating major projects.	Or
Master's Degree	Higher Education Administration, Business Administration, Accounting, Computer/Software/System Engineering, Social Science, Statistics.	and	2 years of	Experience managing and coordinating major projects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong knowledge of utilizing large data sets and communicating with a variety of stakeholders about those data sets.	
Strong knowledge of long range and short-range goal setting and meeting those targets.	
Knowledge and willingness to supervisor student staff.	
Knowledge of data management within SalesForce or similar CRM platforms	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Salesforce Administration Certification	Salesforce Certified Administrator		Desired	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.