AUBURN
Human Resources

Mgr, Information & Analytics

Job Description

JOB INFORMATION

Job Code	HD01
Job Description Title	Mgr, Information & Analytics
Pay Grade	AA14
Range Minimum	$85,730
33rd %	$108,590
Range Midpoint	$120,020
67th %	$131,450
Range Maximum	$154,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/3/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

Reporting to the Director, Institutional Research, this position manages the unit's business intelligence needs by serving as the subject matter expert for analytical, statistical, and information sharing initiatives. Along with the Director, serves as an analytical point of contact for the University's senior leadership, including President and Provost, to conduct research and authoring institutional studies to support strategic planning, institutional performance, evaluation and improvement.

RESPONSIBILITIES

- Researches, designs, and develops highly complex research and analyses on the University to support the information needs of the unit, the Office of the Provost, and senior University leadership; to include producing peer and trend analyses, conducting predictive modeling including statistical forecasting, performing equity analyses, or similar.
- Designs data analytics applications using internal and external data sources to evaluate the University's performance in the context of its peers, to support the University's improvement, or to inform University stakeholders; manages implementation of the applications across the University, maintains and documents their status; provides expertise to end users on use and meaning within the national and global context of higher education.
- Serves as the University's 'Certifying Officer' to the Alabama Commission on Higher Education; manages compliance with the Student Unit Record Data System, a statutory requirement of the State of Alabama, to include development, maintenance, quality control, and documentation of supporting databases and database architecture.
- Manages and improves processes to support data collection, analysis and dissemination of results through University-wide surveying efforts, including but not limited to the National Study of Instructional Costs, the COACHE Faculty Job Satisfaction Survey, the National Survey of Student Engagement. and surveying initiatives from internal clients such as the Senior Vice President for Student Affairs.
- Manages the University's engagement with Academic Analytics; collaborates with the Vice-President for Research and academic units to maintain currency of University data provided to Academic Analytics; serves as the University's primary point of contact and provides expertise to University leadership in the use and analysis of the proprietary data available in the Academic Analytics portal.

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	No specific discipline required, Master's degree or higher in social science or technology-related field preferred.	and	4 years of	Experience in data analytics, forecasting, or visualizations; or experience in designing and developing business intelligence systems to support decision-making; or experience in designing or managing complex research projects using multiple data sources.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge and experience with external higher education institutional reporting agencies, including IPEDS, highly desirable.	
Knowledgeable of business intelligence systems used to capture and report enterprise-level information.	
Ability to gather and analyze statistical data and generate reports.	
Knowledge of statistical and analytical survey instruments, protocol, and procedures.	
Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.	
Strong critical thinking and complex problem solving skills to analyze and interpret statistical and descriptive data.	
Ability to communicate effectively, both orally and in writing.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.