
Auburn University Job Description

Job Title: **Program Analyst**

Job Family: No Family

Job Code: **EA45**

Grade AA09 \$45,100 - \$72,200

FLSA status: Exempt

Job Summary

Oversees all aspects of data management and analytics to support the programs within a division or department.

Essential Functions

1. Assists in developing, planning, and implementing education projects and initiatives ensuring goals and objectives are accomplished within parameters.
2. Establishes and maintains contact with other departments and outside agencies in order to permit timely and effective sharing of information and implementation of programs and initiatives.
3. Develops, compiles, and maintains large databases and surveys; collects and analyzes data to provide reports to enhance the mission and goals of the department. Monitors and assures quality of data and determines how to translate into usable, actionable information for the formation and execution of strategies and measures of success.
4. Collaborates with unit/departments to write evaluations and assessments to include in funding proposal ensuring that required data are accessible, are accurately incorporated into reports, and that useful reports are available to the appropriate people.
5. Disseminates program outcomes and findings through journal publications, news articles, and conference presentations. May assist in preparing materials necessary for copy production.
6. Creates and maintains websites for all programs within the unit.
7. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in mathematics, business, statistics or relevant field. Master's degree preferred.
Experience (yrs.)	2	Experience in collecting, analyzing, and reporting data; able to analyze data and use the findings to guide decision-making. Experience in program assessment and evaluation.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of statistical principles and practices, familiarity with computer applications and software programs.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/31/2018
