
Auburn University Job Description

Job Title: **Analyst Sr, Institution Rsch**

Job Family: No Family

Job Code: **HC13**

Grade AA11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Manages and provides expertise in data collection, analysis, and reporting concerning faculty and staff data, and university planning and evaluation support for the University's Office of Institutional Research Analysis.

Essential Functions

1. Monitors and assures quality of data in all continuing and one-time reports relating to institutional research and analysis to include annual IPEDS reports submitted to the U.S. Department of Education.
2. Audits faculty and staff data systems and works with University staff to correct errors and prevent future problems.
3. Conducts analytical studies to support planning and evaluation by the University's senior academic and administrative officers.
4. Provides leadership to, educates, and advises office personnel on issues related to institutional research to include data collection, data maintenance techniques, research question formulation, analytical method appropriateness, and use of results.
5. Provides expertise to internal and external audiences on institutional research relevant activities.
6. Establishes and maintains contact with other institutions and outside agencies in order to permit timely and effective sharing of information.
7. Serves as primary staff liaison for institutional research matters under litigation.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Master's Degree	Degree in Higher Education, Business Administration, Biological Science, or related field
Experience (yrs.)	3	Experience in designing, analyzing, and reporting institutional research

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 data management, analysis, research design, and reporting for institutional research and higher education processes.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 12/16/2011
