
Auburn University Job Description

Job Title: **Sr. Analyst, Assessment**

Job Family: No Family

Job Code: **HC34**

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

FLSA status: Exempt

Job Summary

This position coordinates research and assessment activities to advance the mission of the unit, the institution, and its accreditation and will carryout research and assessment projects on programs and services at the divisional level and institutional levels. This position will assist in providing assessment and planning support for all of the unit.

Essential Functions

1. Provides coordination and expertise in designing, implementing, and interpreting assessment, evaluation, and research projects including, but not limited to: learning and program outcomes, student retention and success measures, integrated institutional and unit-specific research data sets, program review, satisfaction and benchmarking, participation in national assessment studies, reaffirmation (accreditation) support, research being conducted by individuals and work groups, and project-specific assessment related to the unit's or institution's strategic plan and tactical operations.
2. Manages, reviews, and oversees the administration of survey projects, using principles of research and measurement theory to develop rigorous and reliable methods that assess outcomes such as program effectiveness and student learning and development, including consideration of psychometric characteristics, qualitative/quantitative analysis, and human research integrity.
3. Provides support and expertise in guiding and mentoring staff to address their assessment and evaluation needs through development of measurable program objectives and learning outcomes, and assisting them in developing appropriate assessment plans and assisting with the review of these plans including meta-assessment.
4. Develops correspondence and reports regarding assessment activities within the unit including the contributions of the unit toward divisional and institutional goals such as student learning, retention, success, and other areas of evaluation.
5. Serves as a resource for the administration and use of assessment and planning software products.
6. Collaborates in planning and executing professional development activities for staff to enhance their assessment, evaluation, and research competencies.
7. Collaborates with leadership on unit-wide program review and strategic plan development and implementation processes.
8. May support daily assessment operations to include maintaining the unit's website and the supervision of departmental staff at the direction of or in the absence of supervisor.
9. May research and collaborate on the cultivation and submission for grants and other external funding to benefit the unit.
10. May perform other duties as assigned by supervisor.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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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	Master's Degree	Degree in Statistics, Educational Research/Assessment, Higher Education, or relevant field.
Experience (yrs.)	3	Experience in design, analysis, and reporting of data analysis or 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 program assessment, strategic planning, higher education practices, student affairs, advanced statistical and psychometric knowledge, research and experimental design, data management, and data analysis, basic understanding of accreditation standards.

Knowledge of theory and practice related to college student development, including familiarity with professional standards such as The Council for the Advancement of Standard in Higher Education (CAS) and Assessment Skills and knowledge (ASK) Standards.

Skilled in quantitative and qualitative research design and administration. Preference given to those with experience in experimental and survey design, data analysis, and statistical reporting.

Ability to understand mission alignment and broad planning frameworks, strategic planning, outcomes-based approaches, and key performance measures.

Strong analytic, interpersonal, written and verbal communication skills.

Ability to work independently to accomplish assigned goals in a timely manner.

Ability to work with detailed information with attention to accuracy.

Significant experience with the following software applications or product equivalents: Microsoft Office Professional Suite and SPSS or other equivalent statistical software.

Experience with Qualtrics and/or Anthology's Baseline and its other software platforms is desired.

Experience with computer-assisted qualitative data analysis software (Nudist, NVivo, Miner, etc.) is desirable.

Certification or Licensure Requirements

None Required.

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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, talking, hearing, .

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

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

Date: 3/1/2022

