



**JOB INFORMATION**

Job Code	HC65A
Job Description Title	Analyst I, Business Admin
Pay Grade	AS09
Range Minimum	\$43,050
33rd %	\$50,230
Range Midpoint	\$53,820
67th %	\$57,400
Range Maximum	\$64,580
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/16/2021

**JOB FAMILY AND FUNCTION**

Job Family:	Administration & Operational Support
Job Function:	Operational Support

**JOB SUMMARY**

Provides demographic, analytical and other information about a college or school, its programs, and its students population. Assists in developing and maintaining data systems to support their analysis.

**RESPONSIBILITIES**

- Retrieves and analyzes information to support both regular and ad hoc studies relating to the College of Business academic programs and enrollment management when requested by internal or external sources; serves as the primary liaison to provide requested information.
- Calculates and disseminates statistical information about the eHCOB for various bench marking purposes.
- Serves as the College's Sales Force Administrator creating and maintaining software functionality, and training new users.
- Compiles and maintains data to support planning and program execution, as well as to assist with decision making.
- Conducts post-hoc studies of graduates and conducts other survey research.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	Degree in business, accounting, finance,	And	0 years of	Experience in design, analysis, and reporting of data analysis	

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
	statistics, information systems or related field.		

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## 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				
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			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.