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## Auburn University Job Description

Job Title: **Coord, Academic Insight**

Job Family: No Family

Job Code: **HC82**

Grade AA08 \$40,100 - \$64,200

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Academic Assessment, the Coordinator of Academic Insight coordinates and oversees the required Undergraduate Graduation Course (UNIV 4AA0), which includes a general education assessment test and a First Destination Survey. Data resulting from these requirements allows Auburn to document evidence about student success (i.e., related to learning and initial post-graduate outcomes).

### Essential Functions

1. Coordinates and oversees the functionality of the UNIV 4AA0 course, including: planning and implementation of the general education assessment tests (known as SCORE: Student Core Outcomes and Readiness Exam) and the First Destination Survey: accurately tracking student fulfillment of requirements of the course. The Coordinator will troubleshoot problems encountered and create timely solutions.
2. Communicates regularly with a variety of stakeholders including students, parents, administrative offices (e.g., Registrar's Office, Office of Information Technology), and presents regular updates orally across campus (e.g., to the Associate Deans, to faculty). In addition to planned communication, the Coordinator will respond to questions about the course in a timely fashion.
3. Maintains a secure data warehouse and regularly produces customized datasets using data management skills in Excel and more advanced software using syntax (e.g., R, SAS, SPSS). Maintains data integrity.
4. Creates data summary reports on academic insights resulting from data collected in the UNIV 4AA0 course to share widely across campus with a variety of stakeholders (e.g., administrators, faculty, students). The Coordinator is committed to continually improve the efficiency of the UNIV 4AA0 course and enhance the student experience.

### 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>
<b>Education</b>	Master's Degree	Must have a degree in social sciences, education, or sciences.
<b>Experience (yrs.)</b>	2	Experience managing and coordinating a major project utilizing large data sets and providing statistical analyses.

#### **Substitutions allowed for Education:**

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Must have knowledge of higher education, student learning outcomes assessments, data management, statistics, and research design.

#### **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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, and lifting up to 10 pounds.

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

Date: 10/5/2018

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