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## Auburn University Job Description

Job Title:	<b>Analyst, Academic Program</b>	Level I	Grade AA06 \$34,500 - \$51,800
Job Code:	<b>HC90</b>	Level II	Grade AA07 \$37,900 - \$56,900
FLSA status:	Exempt	Level III	Grade AA09 \$45,100 - \$72,200

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### Job Summary

Provides demographic, analytical and other information about online programs and/or academic programs, students, populations, and assists in developing and maintaining data systems to support analysis.

### Essential Functions

1. Compiles, retrieves and analyzes data and information to support both regular and ad hoc studies relating to online programs and/or academic programs.
2. Conducts analytical studies to support the planning and evaluation of the program including but not limited to, admissions information, financial activity, enrollment information.
3. Creates models using statistical techniques for projecting items such as number of applicants and/or enrollment trends, recruitment efforts, goal setting.
4. Provides expertise to educate and advise colleagues and senior leadership on issues related to data collection, data maintenance, analytical methodology and use of results.
5. Researches and responds to various ad hoc data requests from departments and committees, as well as college leadership. Provides recommendations based on appropriate analysis and compiles and disseminates information from both internal and external data sources.
6. Supports evidence-based decision making and analysis of programs and college effectiveness through a range of responsibilities. May include but not limited to questionnaire design, online surveys, survey administration, data processing, basic and complex data analysis, report writing, presentation of findings, etc.
7. Monitors and assures the quality of data related to the program.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Business, Statistics, Mathematics, Finance, Information Systems

#### Focus of Experience

Experience in the design, analysis, and reporting of data.

#### 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

#### 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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 3/12/2019

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