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## Auburn University Job Description

Job Title: **Mgr, Information & Analytics**

Job Family: No Family

Job Code: **HD01**

Grade AA14 \$80,500 - \$144,900

FLSA status: Exempt

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### Job Summary

Reporting to the Director, Institutional Research, this position manages the unit's business intelligence needs by serving as the subject matter expert for analytical, statistical, and information sharing initiatives. Along with the Director, serves as an analytical point of contact for the University's senior leadership, including President and Provost, to conduct research and authoring institutional studies to support strategic planning, institutional performance, evaluation and improvement.

### Essential Functions

1. Researches, designs, and develops highly complex research and analyses on the University to support the information needs of the unit, the Office of the Provost, and senior University leadership; to include producing peer and trend analyses, conducting predictive modeling including statistical forecasting, performing equity analyses, or similar.
2. Designs data analytics applications using internal and external data sources to evaluate the University's performance in the context of its peers, to support the University's improvement, or to inform University stakeholders; manages implementation of the applications across the University, maintains and documents their status; provides expertise to end users on use and meaning within the national and global context of higher education.
3. Serves as the University's 'Certifying Officer' to the Alabama Commission on Higher Education; manages compliance with the Student Unit Record Data System, a statutory requirement of the State of Alabama, to include development, maintenance, quality control, and documentation of supporting databases and database architecture.
4. Manages and improves processes to support data collection, analysis and dissemination of results through University-wide surveying efforts, including but not limited to the National Study of Instructional Costs, the COACHE Faculty Job Satisfaction Survey, the National Survey of Student Engagement. and surveying initiatives from internal clients such as the Senior Vice President for Student Affairs.
5. Manages the University's engagement with Academic Analytics; collaborates with the Vice-President for Research and academic units to maintain currency of University data provided to Academic Analytics; serves as the University's primary point of contact and provides expertise to University leadership in the use and analysis of the proprietary data available in the Academic Analytics portal.
6. May perform other duties as assigned.

### 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*

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*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>	Four-year college degree	No specific discipline required, Master's degree or higher in social science or technology-related field preferred.
<b>Experience (yrs.)</b>	4	Experience in data analytics, forecasting, or visualizations; or experience in designing and developing business intelligence systems to support decision-making; or experience in designing or managing complex research projects using multiple data sources.

#### **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**

Comprehensive knowledge and experience with external higher education institutional reporting agencies, including IPEDS, highly desirable.

Knowledgeable of business intelligence systems used to capture and report enterprise-level information.

Ability to gather and analyze statistical data and generate reports.

Knowledge of statistical and analytical survey instruments, protocol, and procedures.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Strong critical thinking and complex problem solving skills to analyze and interpret statistical and descriptive data.

Ability to communicate effectively, both orally and in writing.

#### **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.

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## **Auburn University Job Description**

Job frequently requires sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, handling objects with hands, .

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

Date: 5/3/2022

