
Auburn University Job Description

Job Title: **Sr Analyst, Edu Research**

Job Family: No Family

Job Code: **AG03**

Grade AA12 \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

Reporting to the Director of Academic Assessment, the Senior Analyst for Educational Research coordinates and advances a program of analytical studies involving quantitative and qualitative institutional data in support of the University's mission and accreditation. Identifies research questions, analyzes data, uncovers gaps and challenges, communicates findings, and facilitates collaborative programming at the unit level.

Essential Functions

1. Plans, organizes, designs, and carries out educational research studies for the institution, a college, department, or unit in support of the Quality Enhancement Plan and student achievement, often involving complex or advanced research methods. At times, assists other units to complete specialized analyses.
2. Assists the Director in making use of the data, to include one-time and recurring analytical studies in support of the Insight Lab's role of providing effective information support for leadership and administrators across campus (i.e. communicates insights to relevant audiences).
3. Establishes and maintains relationships with personnel across the institution (other administrative and support units, college personnel, departmental faculty) in order to collect, analyze and use institutional data for decision making and programming design.
4. Develops and implements databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality. Ensures the accuracy and integrity of data sources and information.
5. Collaborates with partners to internally and externally publicize intervention successes.
6. Visualizes data to support data-informed programming at all levels of the institution.
7. Performs other related duties as assigned by supervisor.

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>
Education	Master's Degree	Degree in Statistics, Educational Research or Assessment, Higher Education, Social Science, Psychology or relevant field.
Experience (yrs.)	3	Experience designing, analyzing, and reporting on institutional or organizational data.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of data management, analysis, fundamental techniques for measuring and interpreting data, research design, and reporting.

Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

Strong analytic, interpersonal, written and verbal communication skills.

Knowledge and skills in quantitative and qualitative research design and administration.

Certification or Licensure Requirements

None required.

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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Ability to see information in print and/or electronically.

Date: 10/15/2021
