
Auburn University Job Description

Job Title:	Admstr, Institutional Data	Level I	Grade 31 \$30,700 - \$51,100
Job Code:	HC22*	Level II	Grade 32 \$34,300 - \$57,300
FLSA status:	Exempt	Level III	Grade 34 \$44,300 - \$73,700

Job Summary

Develops and maintains data systems and applications to perform analyses of the University's budgets and requests for information.

Essential Functions

1. Maintains and utilizes facilities data system to prepare summaries used for cost recovery and internal assignment of utility and insurance costs, prepares space inventory and utilization reports, and responds to requests concerning space availability and assignment.
2. Performs analyses of published university budget used by administration to evaluate personnel needs and completes budget-related surveys, prepares historical tables depicting budgetary data, and monitors accuracy and appropriateness of data maintained in budget.
3. Provides data for policy evaluation, questionnaires, and requests from relevant litigation by developing systems to capture and obtain comparative data through contacts at other institutions.
4. Develops and maintains applications to extract and report student information system and human resource data elements and coordinates timely and accurate submission of student and faculty databases to the State of Alabama and federal agencies.
5. Oversees information systems development, provides technical support to office staff, and maintains web site and file servers by remaining abreast of information technology advancements.
6. Provides expertise to internal and external audiences on institutional research relevant activities.
7. May direct student research assistants (graduate and undergraduate) in accomplishing institutional data analysis.

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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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.	Bachelors 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.	Bachelors 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.	Bachelors 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** Bachelors degree in discipline appropriate to position with no experience.
- Level II** Bachelors 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** Bachelors 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 Statistics, Management Information System, or related field

Focus of Experience

Experience with data systems and applications to perform analyses

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.

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, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 11/29/2011
