
Auburn University Job Description

Job Title:	Asst Dir, Inst Research	Job Family:	No Family
Job Code:	HC24	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Develops and coordinates a program of evaluative research and study.

Essential Functions

1. Develops and coordinates long-term plans for a program of evaluative research and study.
2. Plans and conducts research projects and studies to include methodology design and data collection.
3. Oversees development and maintenance of Auburn University Facts and Figures to include editing, authorizing design of layout/cover, distributing volumes, and assuming accountability for data accuracy.
4. Oversees the development of longitudinal data on academic performance of student athletes to include federal and NCAA retention reports.
5. Prepares reports and presents findings of research and assessments.
6. Maintains data systems needed for reporting and research.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Masters Degree	Degree in Statistics, Management Information System, or related field
Experience (yrs.)	3	Experience in designing, analyzing, and reporting institutional research

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

Knowledge of data management, analysis, and reporting for institutional research, research design, and higher education processes.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 12/16/2011
