
Auburn University Job Description

Job Title:	Analyst, Assessment & Strat Plan	Job Family:	No Family
Job Code:	HC34	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Coordinates, researches, compiles and analyzes data and information about University programs/activities as well as divisional/departmental assessment, accreditation, program reviews, and planning initiatives.

Essential Functions

1. Designs, implements, interprets, and analyzes information to support projects, programs, and university-wide functions in planning, assessment, and evaluation, including program review. Oversees and conducts quantitative and qualitative assessment projects that provide reliable findings to support planning and program execution.
2. 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.
3. Assists in the selection, administration, interpretation, and use of assessments related to projects or programs. Provides guidance to department/division staff to address assessment, planning, and evaluation needs through the development of measureable program outcomes and learning outcomes. Assists in developing appropriate assessment plans and assists with the review of plans.
4. Prepares correspondence and reports about assessments within the department/division. Identifies, analyzes, and interprets trends or patterns in data sets. Clearly presents findings/translates data into understandable and easily readable content.
5. Assists with projects related to the department or division to enhance assessment, planning, and evaluation needs. Locates and defines new process improvement opportunities.
6. May assist with development of strategic plan for department or division. Researches and responds to questions, concerns, or needs regarding assessment tools and administration.
7. Designs and facilitates professional development events for staff members for assessment and planning related topics.
8. Builds relationships across campus and within the division to contribute to a culture of assessment.
9. Assists with meta-assessment feedback processes pertaining to program and learning outcomes reporting.
10. 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 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/Assessment, Higher Education, or relevant field.
Experience (yrs.)	3	Experience in design, analysis, and reporting of data analysis or 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 program assessment, general education assessment, higher education practices.

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

Strong analytic, interpersonal, written and verbal communication skills.

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

Proficiency with quantitative and qualitative analysis software products.

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,

Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/10/2019
