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## Auburn University Job Description

Job Title: **Assoc Dir, Analytics**

Job Family: No Family

Job Code: **HC37**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

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### Job Summary

Oversees, coordinates, and advances a program of analytical studies involving quantitative and qualitative institutional research methods in support of institutional mission, operation, and strategic plan.

### Essential Functions

1. Designs and carries out analytical studies in support of institutional aims, often involving complex or advanced research methods.
2. Advises and assists other campus units, working groups, committees, and individuals, as appropriate, in carrying out their own specialized analytical studies.
3. Assists the Director in making use of data, findings, and perspectives from one-time and recurring analytical studies in support of the unit's larger role of providing effective information support for senior leadership.
4. Maintains certain ongoing data resources, including student survey data and faculty activity data, and whenever possible brings information from these resources to bear on institutional decision making.
5. Represents Auburn University effectively in the greater institutional research community and develops expertise suitable for advancing that community of practice through publication, presentations, or similar means.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>
<b>Education</b>	Terminal	* Terminal Degree from an Accredited Institution in Arts and Humanities, Business, Education, Engineering, Natural Sciences, Social Sciences, or related field
<b>Experience (yrs.)</b>	3	At least three years of college-level teaching experience, with at least one year after receipt of the terminal degree.

#### 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, fundamental techniques for measuring and interpreting data, and reporting for institutional research and higher education processes.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

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

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

Date: 1/4/2012

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