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## Auburn University Job Description

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|--------------|--------------------------------|-----------|------------------------------|
| Job Title:   | <b>Analyst, Business Admin</b> | Level I   | Grade 31 \$31,300 - \$52,100 |
| Job Code:    | <b>HC65</b>                    | Level II  | Grade 32 \$35,000 - \$58,400 |
| FLSA status: | Exempt                         | Level III | Grade 34 \$45,100 - \$75,100 |

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### Job Summary

Provides demographic, analytical and other information about the College of Business, its programs and its students population, and assists in developing and maintaining data systems to support their analysis.

### Essential Functions

1. Retrieves and analyzes information to support both regular and ad hoc studies relating to the College of Business academic programs and enrollment management when requested by internal or external sources; serves as the primary liaison to provide requested information.
2. Calculates and disseminates statistical information about the eHCOB for various bench marking purposes.
3. Serves as the College's Sales Force Administrator creating and maintaining software functionality, and training new users.
4. Compiles and maintains data to support planning and program execution, as well as to assist with decision making.
5. Conducts post-hoc studies of graduates and conducts other survey research.

### 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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## Auburn University Job Description

### 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.   | Bachelor's 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.  | Bachelor's 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. | Bachelor's 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** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's 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** Bachelor's 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 business, accounting, finance, statistics, information systems or related field.

#### Focus of Experience

Experience in design, analysis, and reporting of data analysis

#### **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.

#### **Certification or Licensure Requirements:**

None Required.

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### 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 standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 1/26/2016

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