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## Auburn University Job Description

Job Title:	<b>Spec, Data Analytics &amp; Stats</b>	Job Family:	No Family
Job Code:	<b>DB44</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

The Data Analytics and Statistics Specialist provides data management and analytics to support programmatic and research operations across a School/College.

### Essential Functions

1. In collaboration with College/School's Division of Research, assists faculty in the planning and implementation of data analysis strategies that support submission of competitive research applications to include prospective sample size and power calculations, population-based statistical analyses of large data sets, and fundamental statistical comparisons of experimental results and outcomes. Serves as the expert statistician and resource for all departments.
2. Provides statistical expertise to faculty in analysis of research project results and technical writing of statistical content that is included in all types of scholarly communications including conference presentations, news articles, and journal publications. Represents the School/College effectively in the greater community through publication, presentations or similar means.
3. Develops, plans, and implements data analysis strategies that support academic, research, and outreach programmatic evaluations and assessments. Conducts strategy meetings and follows up with a School/College's leadership to ensure the program goals are achieved. Designs and carries out analytical studies in support of the School/College, often involving complex or advanced research methods.
4. Responsible for developing and maintaining customer relationship management (CRM) services, to include quality control, reporting and delivering data to the various School/College entities. Assists the Dean in making use of data, findings and perspectives from one-time and recurring analytical studies in support of the School/College's efforts to increase enrollment and improve programs, bringing information to bear on unit decision making. Establishes policies and procedures for data governance, data security, integrity and data definitions for the School/College.
5. Maintains user-friendly databases to ensure required data are accessible, can be accurately incorporated into reports, and that useful reports are available to appropriate stakeholders.
6. 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>
<b>Education</b>	Master's Degree	Degree in Mathematics, Statistics, Business, or related field.
<b>Experience (yrs.)</b>	3	Experience in the application of statistical methods to collect, summarize, analyze, interpret, and present data..

#### **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, statistical analysis, research methods, and basic math.

Knowledge of analyzing data and use the findings to guide decision making.

#### **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.

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, and lifting up to 10 pounds.

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

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

Date: 11/12/2020

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