
Auburn University Job Description

Job Title: **Asst Dir, Academic Data**

Job Family: No Family

Job Code: **DB49**

Grade AA11: \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Director of Academic Insight, the Assistant Director for Academic Data Acquisition and Reporting is responsible for the implementation of major data collection infrastructures for Auburn University to include the Connecting the Creed, Creed to Succeed, and Alumni Surveying. Collects assessment and survey data aligned to Auburn University's Strategic Plan, Quality Enhancement Plan, and General Education. Ensures direct and consistent communication regarding to data collection and surveys with a variety of audiences to include, but not limited to, incoming freshman and seniors, parents, advisors, college administrators, student services staff, alumni, outside vendors, outside employers, etc.

Essential Functions

1. **Operational Planning and Logistics:** Leads all academic effectiveness data collection efforts for Auburn University within Creed to Succeed, Connecting the Creed, and Auburn's Alumni Survey. Plans and implements the collection of academic and institutional data across multiple assessment instruments to include accurate tracking of student fulfillment of course requirements and survey completion. Creates all content for the courses each semester and troubleshoots problems as they arise.
 2. **Supervision:** Supervises a professional staff member and undergraduate and graduate student workers that support data collection efforts and the general education and program assessment infrastructure maintained by the Office of Academic Insight. Meets with the staff regularly, delegates tasks and projects, advises them on work completed for the office, and provides formative feedback to support their professional development, makes pay, promotion, and employment decisions.
 3. **Relationship Building:** Maintains strong partnerships with both on-campus colleagues and external audiences to ensure the major data collection infrastructures implemented by the Office of Academic Insight are both efficient and effective in supporting Auburn University's Strategic goals. Collaborates with professional staff of the office to communicate and report student data to campus partners for accurate and timely intervention.
 4. **Marketing:** Seeks continuous improvement to the overall efficiency of Connecting the Creed, Creed to Succeed, the six-month process for collecting data from recent Alumni and Auburn University's Alumni Survey, which includes working with campus partners to create marketing and communication strategies for the course and survey requirements. Builds, refines, and maintains processes that create campus-wide partnerships.
 5. **Communication:** Communicates regularly with a variety of stakeholders including, students, parents, advisors, Associate Deans, the Registrar, Office of Information Technology, student service representatives, alumni, outside vendors, and outside employers. Presents regular updates to students and campus collaborators via email, phone, and orally across campus. Responds to questions and/or advises professional staff and students on appropriate communication strategies.
 6. **Special Project:** Assists in developing, maintaining, and updating data elements within Salesforce with an emphasis on student outcomes as the campus transitions to a "One Auburn" global data warehouse model. Upholds critical data security efforts and trains other staff in the office on how to perform this, ongoing. Supports the Office of Academic Insight, specifically academic
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assessment, by contributing to annual Meta-Assessment activities. Supports Auburn University by occasionally serving on committees and providing guidance to other units about data collection.

7. Supports the mission of the Office of Academic Insight, to improve national visibility of best practices in assessment of student learning, student achievement, and learning improvement by providing high quality information to a professional audience to include publications, webinars, conference attendance. Actively seeks out professional development opportunities and supports professional staff to seek opportunities for professional development.
8. Performs other duties as assigned.

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	Master's Degree	Degree in Social Sciences, Psychology, Sociology, Business Administration, Mathematics, Statistics, Educational Research or Assessment, Higher Education, or related field.
Experience (yrs.)	3	Experience managing and coordinating major projects or infrastructures in a higher education setting.

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 higher education, student learning outcomes assessment, data management, statistics, and research design. Knowledge of data management, analysis, fundamental techniques for measuring and interpreting data, research design, and reporting. Strong problem solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or manage a wide range of diverse audiences including students, faculty members, colleagues, staff, and other constituencies. Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy. Strong analytic, interpersonal, written and verbal communication skills. Ability to communicate effectively and professionally. Ability to supervise, prioritize, and plan tasks to meet project deadlines. Skills to support productive, trusting, and positive campus partnerships.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 10 pounds.

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

Date: 2/1/2022
