



JOB INFORMATION

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|-------------------------|-------------------------------|
| Job Code | HC21A |
| Job Description Title | Analyst I, Institutional Stud |
| Pay Grade | AA08 |
| Range Minimum | \$42,520 |
| 33rd % | \$51,030 |
| Range Midpoint | \$55,280 |
| 67th % | \$59,530 |
| Range Maximum | \$68,040 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/16/2011 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------------------|
| Job Family: | Academic Services & Administration |
| Job Function: | Data Analytics |

JOB SUMMARY

Provides demographic, analytical and other information about the University, its programs and its student population and assists in developing and maintaining data systems to support their analysis.

RESPONSIBILITIES

- Retrieves and analyzes information to support both regular and ad hoc studies relating to academic programs and enrollment management when requested by internal or external sources.
- Assists in conducting analytical studies to support planning and evaluation by the University's senior academic and administrative officers.
- Directs the preparation and submission of various data used in funding formulas.
- Conducts post-hoc studies of graduates and conducts other survey research.
- Calculates and disseminates statistical information about Auburn via a regular publication of "Facts and Figures" in print and on-line.
- Monitors and maintains the University's official academic program inventory to include collecting and reviewing input from Academic Affairs Office and developing inventory within constraints established by ACHE and U.S. Department of Education.
- Provides expertise to internal and external audiences by keeping abreast of scholarship and developments in institutional research, particularly in relation to enrollment management and faculty resources.
- Assists the coordinator of institutional data analysis and other OIRA staff, as needed, to develop and maintain OIRA's technology resources.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|--|--|
| Bachelor's Degree | In Statistics, Management Information System, one of the natural or social/behavioral sciences, or related field | and | 0 years of | Experience in design, analysis, and reporting of data analysis or institutional research | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | X | | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|--------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.