
Auburn University Job Description

Job Title: **Business Operations Analyst I**

Job Family: No Family

Job Code: **KC16**

Grade FO08: \$45,000 - \$72,000

FLSA status: Exempt

Job Summary

Reporting to the Director of Strategic Business Operations, the Business Operations Analyst I collaborates with key stakeholders to understand and analyze unit's internal processes. Assists in data mining and collection, creating action plans, and assists with providing recommendations on process improvements that lead to cost savings, revenue generation, and improved operational efficiency across various divisions and departments across campus.

Essential Functions

1. Assists in conducting an analysis of the unit's internal procedures and systems to provide strategic recommendations and advice on process improvement opportunities. Provides recommendations that lead to significant cost savings, generating more revenue, and enhancing overall operational efficiency within the unit. works collaboratively with key stakeholders to identify areas for improvement, assess current practices, and develop customized solutions that align with the unit's unique needs and goals. Provides ongoing consultation and support to ensure that the recommended improvements are successfully implemented and yield measurable results.
2. Works directly with the Director of Strategic Business Operations university-wide and collaboratively with relevant stakeholders within respective departments, including the Chief Procurement Officer, to recognize, design, and implement process improvements, identifying objectives, strategies, and tactics.
3. Assists in analyzing data to identify areas of opportunity for process improvement, focusing on cost savings, revenue generation, spend patterns, and increased efficiencies. Mines, compiles, and analyzes relevant data related to the operation of divisions within Auburn University, including Business and Finance.
4. Assists in designing standard and customized reports to provide an overview of operational, business, and financial data for stakeholders and leadership yielding of actionable data. Works with stakeholders across the university to ensure the collection and use of data are tailored to meet the unique operational needs of each division. Provides support and feedback on business reports to ensure that data is used effectively.
5. Assists in the creation of operational metrics and key performance indicators, using such standards to assist stakeholders in managing business operations to achieve best practices.
6. Assists in educating and advising stakeholders and leadership on issues related to data collection, data maintenance, analytical methodology and use of results. Communicates with stakeholders, suppliers, business partners, professional organizations, and others to stay abreast of industry or business trends.
7. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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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>
Education	Bachelor's Degree	Degree in business, accounting, finance, statistics, information systems or related field.
Experience (yrs.)	0	Experience in business analysis or consulting to include design, reporting and analysis, and change management.

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

Understanding of the business environment of a large university system including a basic understanding of the University system, its policies, and its operating procedures. Knowledge of business systems analysis and current technological developments and trends. Current knowledge of relevant state-of-the-art technology, equipment, and/or systems. Intermediate knowledge of agile methodologies with a detailed focus on deployment and integration. Ability to analyze, organize and prioritize work while meeting multiple deadlines.

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, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 3/30/2023
