

The University of Akron
Classification Specification

Job Title:	Data Collections Analyst	Job Code:	48822
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	8000 Academic Services Division	Date:	3/10

Job Summary:

Assist the Data Collections Manager in the completion of projects and tasks, including the collection of data, construction of ad hoc queries and the preparation of reports. Receive assignments from and work under the supervision of the Data Collections Manager.

Essential Functions:

50% Construct ad hoc queries under supervision and respond to internal requests for execution.

25% Assist in data collection.

25% Conduct analysis and prepare reports.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience in report creation/queries using SQL Server, Microsoft Access, Db2, Oracle or similar. Ability to use analytical software such as SAS, PASW/SPSS base required. Good written and verbal communication skills required. Previous experience in test or survey administration of teaching or other relevant experience required. Experience working in higher education preferred.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.