**Definition of Class**
This is a professional position in which the incumbent collects and analyzes data, evaluates reliability and sustainability of assessments and produces complex reports. The incumbent frequently exercises discretion and independent judgment in interpreting, presenting and communicating results of complex statistical analysis in writing, verbally, and graphically for diverse audiences.

**Examples of Work Performed**
Conducts complex statistical analyses, such as logistic regression, using SAS, SPSS, R, or other statistical software to analyze a wide variety of data.

Designs predictive models for enrollment, student success and other student related outcomes.

Uses Excel and Access extensively to perform data transformations and other complex operations.

Collects, analyzes and interfaces multiple sources of data related to student achievement.

Provides advisement and makes recommendations in the development of multi-year and multi-site assessment plans.

Establishes and maintains relational databases for institutional data, including student, faculty and staff information.

Responds to requests for data from multiple constituents.

Converts dense, statistical information into user-friendly graphs and reports.

Communicates complex statistical information in writing, verbally and graphically for diverse audiences.

Identifies and monitors key performance indicators for student and institutional achievement.

Determines academic gains and applies appropriate statistical precepts to gauge effectiveness of programs.

Advises school leadership teams in the development of multi-year, multi-site student assessment plans.

Assists in preparation of grants, as determined necessary by potential funding agencies.

Develops and maintains departmental website and ensures accuracy of data content.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Establishes, maintains and monitors relational database for collection and analysis demographics and data.
2. Prepares, interprets, and communicates complex statistical information in writing, verbally and graphically for diverse audiences.

3. Develops and maintains departmental website and ensures accuracy of data content.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in Management and Information Systems, Computer Science, Statistics, Mathematics, or a related field.

  AND

- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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