Classification Specification for Unclassified Service

**Title:** Assistant Director, Resource Analysis

**Pay Scale Group:** 18

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**Essential Function**

Under the general supervision from a designated administrator, assist the collection, analysis and interpretation of data concerning a wide range of institutional activities, with a focus on financial and Performance Based Budget reporting.

**Characteristic Duties**

- Assist in financial, human resources and enrollment data collection and analysis in support of Performance Based Budgeting.
- Research, analyze and report projections, specifically, but not limited to revenue, state share of instruction and enrollment.
- Calculate net revenue and discount rates.
- Assist in completing benchmark studies.
- Assist in establishing policies and procedures to insure the accuracy of the data and system.
- Supervise the completion of all student enrollment and faculty instruction reporting to insure data consistency.
- Prepare detailed reports, including narratives, tables and graphs.
- Serve on university task forces and committees as assigned.
- Manage the office in the absence of the Director.
- Other duties as assigned.

**Minimum Qualifications**

Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in business, statistics, management information systems, mathematics or related field and must include at least three (3) years supervision.

*Last updated: March 2010*