

Classification Specification: Management Analyst

Classification Number: 63212
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Provides administrative and analytical support for a department or college. Gathers, analyzes and summarizes data. May provide data to support national rankings, accreditation or other internal or external requests.

Essential/Primary Duties

- Summarizes and reports data, which may include grades, graduate and undergraduate enrollment, course enrollment, faculty information, 15th day reporting, projections and/or statistics.
- Maintains and updates records, which may include student records, course enrollments, course descriptions, admissions, transfer students, graduation, and faculty information. Runs and modifies queries in database to manage record data.
- Manages data entry, generates reports, and provides analysis to support accreditation, national rankings, and other internal or external requests.
- Develops surveys and/or course evaluations. Produces reports as requested.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports, and modify data in financial system(s)
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to perform basic computer programming
- Knowledge of basic science and scientific methods
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None