Georgia State University

Job Specification

Job Title: Assessment Analyst

BCAT Code: 09KX17
Pay Grade: G14
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Provides professional support to University and division assessment processes.

Examples of Duties
- Assists in the development of survey instruments and focus groups, the implementation of methodologies, and the analysis of results.
- Supports assessment processes within the division of Finance and Administration.
- Assists with the assessment of related self-studies within the division.
- Organizes and compiles performance data from units within the division.
- Designs collection instruments and systems.
- Works with the units to explain the meaning of the results of their data collection.
- Organizes and compiles performance data.
- Assists with training and development needs assessments.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to develop effective marketing strategies and techniques.
- Ability to communicate effectively both verbally or in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience. Bachelor’s degree in a discipline requiring statistical analysis and social science research methodologies preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section