Analyst

Summary of Role
- Independently accountable for overseeing own activities, but may rely on subject matter experts or higher level of leadership to coordinate operations of a function or department
- Typically reports to unit/department manager or director

Scope
- Exercises quantitative and/or qualitative skills to help resolve non-routine issues and may work with other areas/departments/units to achieve objectives
- May act as guide to less experienced staff
- May assist in preparing budgets, provide advice re: budget projections, monitor expenses and prepare reports
- Provides input and analysis to assist in decision making

Education/Experience
- Bachelor’s Degree though some specialties may require a higher level degree
- Typically 1-3 years direct experience in the University/function