

Business/Administrative Associate
Job Family: Resource Management and Analysis
Civil Service Professional Career Path

Function: This career path outline describes a subset of positions within the Business/Administrative Associate (BAA) custom classification focused on gathering and analyzing information to manage resources and inform decisions.

Analyst (Salary Range \$37,967 (grade min.) - \$55,000)

- Responsible for reporting and data analysis to inform unit administrators, typically relating to internal unit data or otherwise limited in scope
- Reviews procedures, systems, and processes related to the position

Reporting/Project Specialist or Analyst (Salary Range \$45,000 - \$65,000)

- Evaluates and summarizes findings in a field of expertise (e.g., financial data, student data)
- Serves as an expert consultant to appropriate constituencies in a decision support role; recommends solutions
- Leverages specialized information systems, recommends and tests system enhancements

Senior Reporting/Project Specialist or Analyst (Salary Range \$50,000 - \$75,000)

- Advanced Reporting/Project Specialist: Minimum qualifications require internal university experience and/or specialized field of practice

Reporting/Project Coordinator or Analyst (Salary Range \$55,000 - \$80,000)

- Primary resource management/analysis professional coordinating among multiple units or programs; creates links and acts as a liaison
- Administratively responsible for implementing program priorities, setting goals/objectives for subordinates in the ongoing process of a program
- May supervise other analysts / project planning staff

Senior Reporting/Project Coordinator or Analyst (Salary Range \$60,000 - \$90,000)

- Advanced Reporting/Project Specialist: Minimum qualifications require internal university experience and/or specialized field of practice

Project Manager (Salary Range \$65,000 - \$120,978 (grade max.))

- Responsible for day-to-day oversight and management of a significant project or initiative
- Coordinates, tracks, and prioritizes efforts to meet objectives set by senior administrators