

University of Houston – Clear Lake Position Description

Job Title: **Coordinator, Survey Research & Assessments**

Job Code: **3242**

Location: **UHCL**

Pay Grade: **040** FSLA: **EX**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	A minimum of eighteen graduate hours towards a Master's degree in Social Science, Statistics, Educational Psychology, or related field.	Master's degree in Social Science, Statistics, Educational Psychology, or related field.
Experience	Experience in survey research including design, data collection, and analysis. Experience in outcomes assessments such as core curriculum assessment, institutional-specific competencies assessment. Experience in assisting faculty in completing program review documents and accrediting bodies (e.g., ABET, NCATE) self-study reports. Experience in institutional research reporting. Proficiency in Excel, Access, and statistical software (e.g., SPSS).	Two years outcomes assessment experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Lead survey research projects; coordinate and analyze core competency and university-wide outcomes assessment; assist faculty in program review and providing data to meet accreditation requirements; participates in various institutional research projects.

Duties and responsibilities	% Time
Lead a variety of survey research projects	30
Assist in institutional research reporting	30
Coordinate core competency and university-wide outcomes assessment	15
Assist in university accreditation process. Create and maintain process documentation. Other duties as assigned.	15
Gather assessment resources to be posted on OIE assessment web page, prepare documentation and completing discipline-specific accreditation (e.g., ABET self study) requirements for faculty	10

This position description describes the general qualifications, duties and responsibilities of work being performed.