

# University of Houston – Clear Lake

## Position Description

Job Title: **Enrollment Analyst**

Job Code: **3094**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Mathematics, Computer Science, Information Science, or related field or an equivalent combination of education and experience.	Bachelor's degree in Mathematics, Computer Science, Information Science, or related field.
Experience	Two years experience in performing institutional research. Knowledge and two years experience with relational databases to include tables, query writing and report writing.	Experience in PeopleSoft, SPSS, or SAS. Prior work in higher education setting.
License/Certification		

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

### POSITION SUMMARY

**Create and maintain enrollment management database; produce enrollment information accurately and timely; support strategic enrollment management; participate actively in the automation of reporting processes and maintain data warehouse.**

Duties and responsibilities	% Time
Create and maintain Enrollment Management reports including admissions, recruitment, financial aid, seat analysis, admissions funnels, and retention reports which are required to develop strategies and action plans to effect enrollment.	45
Create and maintain Enrollment Management databases.	35
Develop the automated reporting processes with appropriate documentation. Other duties as assigned	20

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