

# University of Houston – Clear Lake

## Position Description

Job Title: **Enrollment Mgmt Data Analyst**

Job Code: **3094**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Statistics, Public or Business Administration, or other related field; Or combination of related education and experience.	
Experience	Three years of experience in enrollment management information analysis or auditing at an institution of higher education. At least one year of experience working with various large data sources, extracting and manipulating data from multiple and diverse database sources by designing, refining and running complex data queries at an institution of higher education.	
License/Certification		

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

### POSITION SUMMARY

Responsible for supporting the operational and continuous improvement functions of the Division of Enrollment Management by assisting in analyzing and auditing enrollment, admissions, advising, recruitment, scholarship, financial aid, and academic data. Specifically, the position will be assisting in producing both quantitative and qualitative data; and will provide information analyses that relate to audits conducted on internal processes to ensure data integrity. Creating, monitoring, tracking and reporting appropriate metrics to inform and guide operational decisions and actions will be an important aspect of the Data Analyst's work. The Data Analyst will assemble data from various sources pertaining to the trends and issues relevant to enrollment as well as assist in the auditing of current internal business practices.

Duties and responsibilities	% Time
Assist in planning, updating and analyzing an internal audit process of current internal business practices to ensure data integrity and continuous improvement across all Enrollment Management departments.	30
Extract data from various sources for auditing and reporting; create and maintain various queries within PeopleSoft Student Admin Systems for repetitive data integrity checking and auditing.	20
Create, monitor, track, report and analyze appropriate metrics on a weekly, monthly and/or ad hoc basis; and responsible for insuring the accuracy of the data.	20
Perform environmental scanning to support strategic enrollment management planning (e.g., market analysis and competitor analysis).	10

Keep abreast of the latest research findings, trends, and best practices in enrollment management and related areas through research and listservs; may attend conferences and/or business meetings off campus.	10
May assist in the ongoing utilization and refinement of several forecasting models used in enrollment management; as well as other duties as assigned.	10

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