

University of Houston – Clear Lake

Position Description

Job Title: **Functional Analyst III**

Job Code: **3145**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Computer Science or related degree.
Experience	Minimum of five years experience working with databases, three to five of which must be in PeopleSoft applications.	Minimum of three years experience in higher education. Knowledge of PeopleSoft 8.9 Student Administration and Advising preferred. Knowledge of Enrollment Management preferred.
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 database; produce enrollment information accurately and timely; support strategic enrollment management; participate actively in the automation of reporting processes and maintain data warehouse. Assist with testing, trouble-shooting and creating queries requested by university constituencies. Provide assistance with PeopleSoft testing during upgrades.

Duties and responsibilities	% Time
Conduct data analysis and create and maintain enrollment management reports including but not limited to admissions, recruitment, financial aid, and retention which are required to develop strategies and action plans to include the recruitment and retention plan of the university. In addition, provide data analysis for the revisions of the strategic enrollment management plan.	50
Assist with testing, troubleshooting and creating queries requested by university constituencies. Provide assistance with PeopleSoft testing during upgrades or patches if needed.	15
Work with the registrar and the Student Administration Management team to submit data request from external vendors or institutions for use in enrollment management operations. Provide the data and coordinating the completion of university surveys such as the Princeton Review used to promote the university. Coordinate the process and provide the data to different groups to support the clean up of the enrollment data that is needed for federal and CB reporting. Work with OIE to reconcile the CB extract data with actuals before data certification. Other duties as assigned.	15
Create and maintain enrollment management databases and develop and maintain the automated reporting processes with appropriate documentation.	10
Provide data requested by different university constituents such as University Advancement and Student Services for use in grants and proposals and for use in their operations.	10

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