University of Houston – Clear Lake
Position Description

Job Title: **Functional Analyst III - EM**

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 9.0 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

Provide expertise in enrollment management data. Produce EM data by way of complex data extractions and manipulations. Create databases inside and outside of the PS environment. Deliver quality analysis, reports and presentations at a fast pace. Ensure data integrity for EM data and state/federal reporting purposes.

Duties and responsibilities	% Time
Provide expertise in enrollment mgmt data; produce and deliver quality data at a fast pace. Perform data validation to ensure data integrity in enrollment mgmt; suggest new business processes or changes needed for data integrity. Translate EM questions and requirements into queries or reports.	30
Perform complex data extractions and manipulations, which culminate in the design and production of ad-hoc analyses and reports. Perform software evaluation for aiding in faster analysis of data to improve business processes in regards to retention and recruitment of students.	20
Design and automate reports for efficient production. Manages entire development life cycle, from concept to implementation, requirement and functional definitions, user testing, documenting, training and implementation for custom data reporting and management.	10
Assist with testing, troubleshooting and creating queries requested by university constituencies. Provide assistance with People Soft testing during upgrades or patches if needed.	10
Coordinate and acquire the data for the completion of university surveys such as the Princeton Reivew used to promote the university. Collaborate with IR to reconcile THECB data.	10
Provide data requested by different university constituents and serve as an internal consultant to work across company departments to gather/provide data.	10
Assist with EM special projects, planning, and implementation of new requirements. Other duties as assigned.	10

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