

# University of Houston – Clear Lake

## Position Description

Job Title: **Functional Lead**

Job Code: **3146**

Pay Grade: **070**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Master's degree.
Experience	Minimum of five years progressive experience working with PeopleSoft SAA modules with emphasis on Admissions and Records Processing.	Work experience in PeopleSoft 8.9 Knowledge of Prospect, Academic Advising and Transfer of Credit Modules.
License/Certification		

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

### POSITION SUMMARY

Responsible for guiding the development of full functionality of the Peoplesoft SAA modules including: Academic Advising, Admissions, Prospects, Records, Transfer of Credit and Financial Aid. Responsible for managing the testing, training, and implementing of upgrades for the PeopleSoft Student Administrative and Advising (SAA) system for the UHCL campus. Serve as a troubleshooter for operational problems and be the liaison between UHCL and the UHS and Project Team offices. Coordinate efforts with other functional analysts at UHCL. Responsible for monitoring the process of testing patches and coordinating the completion of this effort with the UHS office. Responsible for supervising the development and scheduling of regular PS training documentation and training classes. Responsible for being the Lead PS Security administrator for SAA for the UHCL campus. Work closely with all end users to report operational problems to the UHS support office, monitor progress of work being done, and test fixes as they are completed before handing them over to the end users for final testing. Supervise the functional analyst team.

Duties and responsibilities	% Time
Work closely with Directors/Assistant Directors in Admissions, Academic Records, and Distance Education, to develop PS functionality of SAA modules to improve business processes in order to have effective and efficient enrollment management operations. Coordinate the workflow of the functional analyst team to 1) accomplish system improvements as agreed upon with Directors/Assistant Directors involved in enrollment management , 2) resolve and troubleshoot problems and 3) develop documentation and training programs for end-users.	60
Act as UHCL's official liaison with UHS to coordinate reporting and testing of operational problems.	20
Coordinate necessary analyses and testing for upgrades and patches to the PS SAA system with end users. Other duties as assigned.	20

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