

# University of Houston – Clear Lake

## Position Description

Job Title: **Institutional Research Analyst I**

Job Code: **3085**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor degree or an equivalent combination of education and experience.	Bachelor's degree in Mathematics, Computer Science, information Science, or related field.
Experience	Two years experience with databases and PC-based analytical tools such as Excel, Access, or SPSS.	Experience in survey research and ability to apply basic statistics to analysis; experience in creating queries in PeopleSoft and knowledge of student data as they relate to CBM reporting process.
License/Certification		

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

### POSITION SUMMARY

**Completes a variety of institutional research reports to meet external and internal demands; assists in survey research; participate in team projects to enhance efficiency of OIE.**

Duties and responsibilities	% Time
Complete a variety of institutional reports (e.g., CBM reports) in a timely manner.	50
Participate in the automation of reporting processes. Participate in implementation and maintenance of data warehouse. Actively participate in team projects and training with OIE staff and other professionals. Other duties as assigned.	20
Assist in survey research projects. Create and maintain process documentation.	10
Assist in testing PeopleSoft updates.	10
Assist in renewing THECB requirements and suggesting business process and technical solutions.	10

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