

University of Houston – Clear Lake Position Description

Job Title: **Institutional Research Analyst II**

Job Code: **3089**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor degree or an equivalent combination of education and experience.	
Experience	Two years institutional research experience including two years experience with databases and PC-based analytical tools such as Excel, Access. Must possess proficiency in SPSS.	
License/Certification		

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

POSITION SUMMARY

Completes state/federal reports to meet external and internal demands; complete assigned IR reports and surveys; train other analysts on CB reporting and other IR duties; participate in team projects to enhance efficiency of OIE.

Duties and responsibilities	% Time
Complete state/federal reports (e.g., CBM reports) accurately in a timely manner	40
Complete assigned IR reports (e.g., program review/enrollment) reports	20
Stay up-to-date with THECB CB changes and work with UH main to update programs to ensure accurate CB processing	10
Test CB modules and queries in PS to ensure accurate data processing	10
Train other analysts in CB reporting and other IR duties	10
Complete survey research projects including statistical data analysis. Create and maintain process documentation. Other duties as assigned.	10

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