

University of Houston – Clear Lake

Position Description

Job Title: **Institutional Research Analyst III**

Job Code: **3090**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Statistics, Mathematics, Social Science or related field requiring statistical course work and research or Bachelor's degree in similar fields with two years of institutional research experience or equivalent combination of education and experience.	Ph.D. in Statistics, Mathematics, Social Science, or related field requiring statistical course work and research.
Experience	With Master's degree, three years experience performing institutional research; with Ph.D. degree, one year experience in institutional research.	
License/Certification		

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

POSITION SUMMARY

Work closely with Office of Institutional Effectiveness staff in a) development and management of institutional, program, and special purpose surveys, b) preparation of regular and ad hoc statistical reports, c) development and continuing improvement of internal data bases, d) consultation with faculty on research and survey design, statistics, and data analysis, e) improvement of the Institutional Effectiveness web site, f) development of statistical programs for data analysis, g) documentation of steps taken to accomplish routine tasks and ad hoc results, h) coordination of computer-based analyses and reports for administration and faculty, and i) federal and state reporting.

Duties and responsibilities	% Time
Respond to ad hoc requests for information and supervise staff in completion of external requests for data.	20
Provide leadership in the development, administration, scoring, and analysis of surveys and interpretation, reporting, and presentation of results. Coordinate the analysis and interpretation of survey data in coordination with other office staff.	15
Assist in the development and dissemination of standard reports such as the Fact Book, Enrollment Profiles, Program Reviews and Annual School Reports.	15
Develop step-by-step documentation for all major projects to enable other office staff to replicate efforts and monitor development of this documentation by other office staff. Plan, schedule and develop the workflow for graduate research assistants in coordination with other office staff.	10
Consult with administrators and faculty on research and survey design, statistics, data analysis and related issues.	10

Provide leadership in improvement of Office of Institutional Effectiveness web page as needs, technology, and circumstances change. Conduct research to obtain information from external sources for completion of reports. Assist in the completion of state and federally mandated reporting requirements. Complete these reports in the absence of guidance when necessary.	10
Coordinate development, maintenance, and improvement of internal reporting databases.	10
Assist and provide leadership in the planning of research projects and development of research tools. Assist planning and institutional effectiveness process. Other duties as assigned.	10

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