

University of Houston – Clear Lake Position Description

Job Title: **Research Assessment Associate**

Job Code: **3083**

Pay Grade: **030**

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 or two years of survey research responsibilities: developing online surveys, administering paper and web-based surveys, and analyzing survey data; six months experience in administering assessment instruments (e.g., MAPP test). Proficiency in Excel, Access, or SPSS.	
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; develop and administer online and paper surveys; analyze survey data; administer assessment instruments to students; 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.	40
Develop online surveys; administer surveys; analyse survey data.	20
Participate in implementation and maintenance of data warehouse. Actively participate in team projects and training with OIE staff and other professionals. Assist in renewing THECB requirements and suggesting business process and technical solutions. Other duties as assigned.	20
Administer assessment instruments (e.g., MAPP)	10
Assist in testing PeopleSoft updates	10

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