

# University of Houston – Clear Lake

## Position Description

Job Title: **Senior Institutional Research Analyst**

Job Code: **3095**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor degree or an equivalent combination of education and experience.	
Experience	Five years institutional research experience. Solid knowledge of THECB CB reports and other state and federal reporting requirements. Experience in producing insitutional research reports. Advanced knowledge in SPSS, Database, Excel.	
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. Complete all UHS data requests. Lead discussion with UHS IR offices and make decisions regarding CB coding and related issues for UHCL.**

Duties and responsibilities	% Time
Complete state/federal reports (e.g., CBM reports) accurately in a timely manner	30
Train other analysts in CB reporting and other IR duties. Complete survey research projects including statistical data analysis. Create and maintain process documentation. Other duties as assigned.	25
Complete assigned IR reports (e.g., progam review/emollment, faculty profile) reports.	15
Complete UHS data requests in a timely manner.	10
Stay up-to-date with TiffiCB CB changes and work with UH main programmers, system campus IR officers to update programs to ensure accurate CB processing; make sound recommendations to UH programmers and system campus staff in terms of CB coding changes to ensure accurate reporting.	10
Test CB modules and queries in PS to ensure accurate data processing.	10

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