

University of Houston – Clear Lake

Position Description

Job Title: **Senior Research Associate**

Job Code: **3086**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Master's degree.
Experience	Three years experience in any two of the following areas: (1) database administration and data management, (2) institutional research, (3) survey administration, (4) accreditation, (5) statistical analysis and reporting.	Two years experience with databases and PC-based analytical tools such as Excel, Access, or SPSS.
License/Certification		

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

POSITION SUMMARY

The Research Associate will assist the QEP Director in performing a wide range of research activities related to SACS reaffirmation efforts and development of a Quality Enhancement Plan (QEP) for UHCL. The job responsibilities include, but are not limited to qualitative and quantitative research, survey administration, data management, analysis and reporting. The research associate will assist with statistical analysis using statistical software such as SPSS or SAS. The candidate will also play a key role in designing and maintaining departmental webpage.

Duties and responsibilities	% Time
Conduct qualitative and quantitative research for accreditation and planning.	45
Assist with data management, statistical analysis and reporting.	20
Design and maintain database to support accreditation related activities.	20
Maintain departmental website. Other related duties as assigned.	15

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