

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Institutional Reporting**

Job Code: **2134**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
|-----------------------|--|--|
| Education | Bachelor's degree or an equivalent combination of education and experience. | Bachelor's degree in mathematics, computer science, information science, or related field. |
| Experience | Three years of experience in one (or a combination) of the following areas: (1) finance, personnel and/or student information software, (2) developing quality control processes to ensure data integrity, and (3) developing and maintaining data dictionary and reporting standards for CBM, CDS, and other University data. | Three years of experience in supervision. |
| License/Certification | | |

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

POSITION SUMMARY

The assistant director will be responsible for the supervision of CBM related functions by other staff as well as ensuring quality submissions of CBM, CDS, and other National University Survey data by the appropriate deadlines. The candidate will stay up-to-date on the current reporting rules and assess compliance of these rules as well as direct the development and maintenance of data dictionary and reporting standards for PS, CBM, CDS, and other University data. In addition, the candidate will manage projects and coordinate with offices external to OIE, such as EM and the UHS system.

| Duties and responsibilities | % Time |
|---|--------|
| Ensure quality submissions of CBM, CDS, and other National University Survey data by the appropriate deadlines. | 40 |
| Direct the development and maintenance of data dictionary and reporting standards for PS, CBM, CDS and other University data. | 25 |
| Remain current on data standards and processes related to CBMs, CDS, and other University data. | 20 |
| Provide professional development with respect to CBM, CDS and other University data to both office staff and staff external to the office. Act as point of contact to UHS with respect to system data requests. Participate in team efforts to develop, implement, and maintain customer service. | 15 |

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