

University of Houston – Clear Lake

Position Description

Job Title: **Assoc Dir, Data Management**

Job Code: **2131**

Pay Grade: **070**

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 two (or a combination) of the following areas: Finance, Personnel and/or student information software (2) developing quality control processes to ensure data integrity (3) writing SQL queries, and (4) managing data in a SQL database.	Three years of experience with PC-based analytical tools such as SPSS. Three years of experience with supervision.
License/Certification		

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

POSITION SUMMARY

The Associate Director is responsible for the development, implementation, and management of data solutions for the Office of Institutional Research. The successful candidate will manage data and review, analyze, evaluate, implement and document quality control processes to ensure data integrity for all data processes including but not limited to; CBM submissions. This also includes the development of programs, queries, reports, and relational databases using analysis, design, programming, testing, and implementation tools and techniques that adhere to university and industry standards. The candidate will also supervise office staff and facilitate a customer centered environment for the university with respect to data quality.

Duties and responsibilities

% Time

Direct the development of programs, queries and relational databases using appropriate analysis design, programming, testing and implementation tools and techniques which adhere to university and industry standards.	40
Review, analyze, evaluate, implement and document quality control processes to ensure data integrity for all data processes including but not limited to; CBM submissions.	25
Supervise office staff.	25
Provide professional development with respect to data quality to both office staff and external staff. Conduct team efforts to design, implement, and measure and refine programs and services.	10

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