

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Institutional Research & Enrollment Planning**

Job Code: **2718**

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.	
Experience	Ten+ years experience performing institutional research functions. Ability to design surveys and conduct statistical analysis. Experience in writing executive summaries and complex survey reports. Experience in preparing enrollment management reports. Advanced knowledge in SPSS, Database, Excel.	Solid knowledge of THECB, CBM reports and other state and federal reporting requirements.
License/Certification		

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

POSITION SUMMARY

Responsible for all aspects of institutional research, survey research, enrollment and retention reporting. Must be able to multitask, prioritize, and meet dead lines.

Duties and responsibilities	% Time
Coordinate and/or complete a variety of institutional reports (e.g., CBM reports, IPEDS, LBB, etc.) in a timely manner	30
Coordinate and/or complete a variety of enrollment and retention reports	30
Regularly update and improve OIE website to enable users to locate information readily. Update office process manual. Participate in implementation and maintenance of Oracle data warehouse. Review THECB requirements and suggesting business process and technical solutions.	20
Team lead and cross train research analysts. Test PeopleSoft updates. Other duties as assigned.	20

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