

JOB INFORMATION

Effective Date	8/23/2021
Job Code:	3090
Job Title:	Institutional Research Analyst SR
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	Under limited supervision, the Institutional Research Analyst Senior supports both the Office of Planning and Assessment and the Office of Institutional Research by assisting in the development, implementation, and maintenance of complex queries, reports, and relational databases related to Institutional Effectiveness that adhere to University and industry standards. The Institutional Research Analyst SR completes a variety of complex institutional research reports both internal and external to meet all mandatory and ad-hoc reporting demands incl state, federal, and accrediting agencies; develops and administers surveys and analyzes survey data; provides support and assists in managing various data management systems; participate in strategic planning initiatives. Will assist leaders in the review, analysis, evaluation, implementation, and documentation of quality control processes to ensure data integrity for all data processes in addition to any ad hoc and statistical assessment. Leads team projects which enhances efficiency of Office of Institutional Effectiveness (OIE).

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in mathematics, computer science, information science, or related discipline	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	experience with relational databases and PC-based analytical tools such as Excel, Statistical Packages for Social Sciences(SPSS), Statistical Analysis System (SAS), or the similar; as well as experience in with surveys tools and analysis.	Required	and

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Less than 3 yrs experience with relational databases and PC-based analytical tools such as Excel, Statistical Packages for Social Sciences (SPSS), Statistical Analysis System (SAS), or similar and experience in surveys tools and analysis in Higher Education institutional research	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledgeable and skilled in relational databases, database structures and structured query language(s)	Proficient
• Skilled in analytical tools/software such as statistical software (i.e., SPSS, SAS, R) ; ability to learn new skill and software	Proficient
• Knowledge and ability to develop, produce, and manage reports on various topics related to strategic planning and key performance metrics.	Proficient
• Ability to work collaboratively within the department/teams as well as across divisions to develop and generate reports, identify data anomalies, and streamline/support operational and research functions.	Proficient
• Proficiency in MS Office (Word, Excel, Outlook, Access) applications	Proficient
• Professional verbal and written communication skills	Proficient
• Basic analytical and planning capabilities.	Proficient
• Knowledgeable in survey design and methodology, administration, and data analysis	Proficient
• Ability to lead teams and projects including time and project management	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Develop procedures, queries, reporting templates, and relational databases that adhere to university and industry standards	20%
• Review, analyze, evaluate, implement, and document quality control processes to ensure data integrity for all data processes	20%
• Evaluate trends in data/report requests and provides recommendations for developing standardized datasets and or reports	20%
• Develop, implement, manage departmental projects in support of department and university initiatives	20%
• Extract data from various sources and reports to multiple constituencies, both internal and external to the university, incl state, federal, and accrediting agencies	5%
• Develop, implement, administer surveys; collect survey data and analyze and report data	5%
• Participate in professional development opportunities in support of job duties	5%
• Perform additional job related duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	Domestic; plane, car, train