

JOB INFORMATION

Effective Date	1/18/2023
Job Code:	2851
Job Title:	International Research Analyst
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	International Admissions
Job Summary	The International Research Analyst conducts research on the economic, political, and cultural aspects of Middle Eastern countries, most particularly those of the Gulf Cooperation Council (GCC) in support of the Diplomacy Institute. Responsible for conducting research and writing briefs, reports, articles, and other scholarly works that lead directly to policy and program development for the Diplomacy Institute. Assists in the coordination and development of international consortiums, seminars, and other outreach activities in support of the work of the Diplomacy Institute. Serves as a campus security authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

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	
Master's Degree	Master's degree in Business Administration, Political Science, Economics, Sociology, Anthropology, or related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Experience living and working in the Middle East in business, government, or education. Bilingual	Required	
Less than 3 yrs	Previous direct work experience with a foreign government of the Middle East in an outreach or liaison capacity. Evidence of previous scholarship in an academic or governmental environment.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	Analytical and statistical software experience.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Fluency in Arabic, both written and spoken, with demonstrated use of the language in a business, governmental, or educational delivery context.	Skilled
• Ability and/or previous experience interacting with foreign governments.	Skilled
• Knowledge and experience interacting or working with the states of the Gulf Cooperation Council.	Skilled
• Experience producing academic or professional writing, inclusive of memos, briefs, position papers, or journal articles.	Skilled
• Ability to work collaboratively with other scholars, faculty, and staff in developing programs for the Diplomacy Institute.	Skilled
• Excellent oral and written communication skills.	Skilled
• Ability to build positive relationships with all stakeholders, including faculty, staff, students, and community.	Skilled
• Ability to understand and use analytical or scientific software for research and business development.	Skilled
• Ability/willingness to work some evenings and weekends as needed.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Assists in the development of the Middle Eastern outreach of the Diplomacy Institute, including, conducting research, collaborating with scholars, subject matter experts, statisticians, and other professionals related to area of development.	20%
• Assists the Diplomacy Institute by providing consultation, information, and resources, essential to the development of seminars, workshops, and training for students, faculty, staff, and the community.	20%
• Collaborates with the Diplomacy Institute staff to identify resources and opportunities for further expansion of programs and services. Consistently seeks and provides information to help the Diplomacy Institute determine its position in the global marketplace through forecasting and tracking marketing trends.	20%
• Helps maintain and further develop ongoing relationships with consular officials and other governmental entities locally, nationally, and internationally.	10%
• Pursues grants and other alternative funding sources.	5%
• Provides translations of important documents and agreements written in Arabic to English.	5%
• Serves as special Arabic speaking liaison to the Qatar Ministry of Foreign Affairs and the GCC as needed.	5%
• Provides insight and guidance into the cultural practices of the Middle East, especially the affiliated state of the Gulf Cooperation Council.	5%

Essential Functions

Essential Function	% TIME
• Pursues grants and other alternative funding sources.	5%
• Performs other 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		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description