

JOB INFORMATION

Effective Date	8/13/2021
Job Code:	3838
Job Title:	SEM Data Specialist
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Enrollment Management
Job Family:	Enrollment Management
Job Summary	The SEM Data Specialist is responsible for conducting enrollment benchmarking analysis and predictive analysis and forecasting to provide information that supports enrollment management strategies and goals. Areas of focus include enrollment management financial impact tracking and predictive growth.

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		Required	
Doctoral Degree	Computer Science, mathematics or related degree	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Progressive knowledge of strategic enrollment management intelligence functions, analytics, industry standards and best practices.	Required	
Progressive	Experience in the development, maintenance, and utilization of comprehensive and complex student information systems (admission, registration, student records, and degree audit)	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to communicate effectively orally and in writing with demonstrated skill in identifying the correct issues to be communicated, the appropriate audience, the method of communication, and the timing of the communication as well as the ability to maintain confidentiality at all times. 	Skilled
<ul style="list-style-type: none"> Demonstrated experience with student information systems, preferably PeopleSoft, with the ability to develop professional and accurate reports based on data downloaded and analysis with appropriate executive summaries. 	Proficient
<ul style="list-style-type: none"> Knowledge and Experience using Statistical Analysis tools like R-Stats, WebFocus or similar tools. 	Proficient
<ul style="list-style-type: none"> Experience in creating and visualizing reports using Tableau or similar data visualization tool. 	Proficient
<ul style="list-style-type: none"> Ability to maintain a working knowledge of academic policies and procedures as they apply to enrollment management. 	Skilled
<ul style="list-style-type: none"> . Skills in setting priorities that accurately reflects the relative importance of job responsibilities; skill in organizing tasks, documents, and materials with efficiency and accuracy; excellent organizational, written and verbal communication skills across diverse audiences. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☒

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Conduct enrollment benchmarking analysis and predictive analysis and forecasting to provide information that supports enrollment management strategies and goals. Areas of focus include enrollment management financial impact tracking and predictive growth. 	25%
<ul style="list-style-type: none"> Create and maintain enrollment management reports including but not limited to admissions, recruitment, financial aid, and retention which are required to develop strategies and action plans to include the recruitment and retention plan of the university. 	25%
<ul style="list-style-type: none"> Conduct on-going collection and analyses of data sources and data sets. Identify issues in the enrollment management process and collaborate on developing solutions to data management challenges 	25%
<ul style="list-style-type: none"> Lead analysis of issues impacting transfer students, CEP advisors, admissions, scholarships and financial support, what is needed for the transition experience and transition support for the transfer population. 	20%

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