

JOB INFORMATION

Effective Date	10/27/2021
Job Code:	2241
Job Title:	Dir Operations and Analytics
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	M4 - Senior Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job Summary	The Dir, Operations and Analytics provides overall coordination of academic operations for the College. Plans, implements and evaluates college-wide initiatives for recruitment, communication, accountability, and technology in collaboration with college faculty, administration and support units. Works with college leadership to formulate, perform, and report data analyses. Serves as liaison between the College and external University units dealing with communications, assessment, technology and recruiting.

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		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Advanced data analytics and reporting (including statistical analyses) & supervision of a staff of at least 6 people.	Required	
Progressive	Evidence of experience performing self-directed data analyses in support of strategic planning & history of supervisory advancement	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of techniques for obtaining and analyzing data to conceptualize and respond to operational problems.	Proficient
• Knowledge of management principles involved in strategic planning, resource allocation, human resources, and coordination of people and resources.	Proficient
• Knowledge of techniques for developing communication of programs to promote organization's strategic plans and accomplishments.	Skilled
• Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	Proficient
• Skills in data analytic and presentation software.	Proficient
• Skills in motivating, developing, and directing people as they work, identifying the best people for the job.	Skilled
• Ability to choose the right mathematical methods or formulas to solve a problem.	Proficient
• The ability to organize/interpret information and present it effectively in oral and written communication.	Proficient
• The ability to supervise and coordinate staff and faculty activities across multiple organizational levels.	Skilled
• Skills in identifying and remedying operational inefficiencies.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Work with the college's leadership to collect, analyze, and interpret qualitative and quantitative data, (including statistical analyses). Communicate data and findings via written reports and oral presentations.	35%
• Supervise and coordinate the activities of all staff members in the HSH Dean's Office as a member of the college's administrative team.	30%
• Work with University Marketing and Communications and University Advancement to grow audiences and to build support for college-sponsored initiatives.	10%
• Provide leadership and strategic planning in the development and coordination of the College's communication activities through the website, recruitment materials, and social media outlets.	10%
• Coordinate administrative support activities of college and department administrative support personnel, including all full-time, part-time, and student employees	10%
• Coordinate college, department, and program responses to cyclical reporting activities.	5%
• Additional Duties/Responsibilities 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