

**JOB INFORMATION**

Effective Date	6/23/2021
Job Code:	3089
Job Title:	Institutional Research Analyst II
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	Under general supervision, the Institutional Research Analyst II supports both the Office of Planning and Assessment and the Office of Institutional Research by researching, administering, collecting, and analyzing data for the purposes of evaluating academic outcomes, and overall effectiveness of college initiatives. The Institutional Research Analyst I completes a variety of institutional research reports both internal and external to meet all mandatory and ad-hoc reporting demands incl state, federal, and accrediting agencies; develops, administers surveys, and analyzes survey data; provides support and assists in managing various data management systems; supports strategic planning initiatives; participates and contribute to 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	
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.	Required	
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
<ul style="list-style-type: none"> <li>Knowledgeable and skilled in relational databases, database structures and structured query language(s).</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Proficient in analytical tools/software such as statistical software (i.e., SPSS, SAS, R); ability to learn new skill and software</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Strong attention to detail, flexible, and ability to work well independently and under general supervision.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>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.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Proficiency in MS Office (Word, Excel, Outlook, Access) applications.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Excellent professional verbal and written communication skills</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Knowledgeable of survey design and methodology, administration, and data analysis</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Skilled in analytical and planning capabilities</li> </ul>	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Extract data from various sources and reports to multiple constituencies, both internal and external to the university, incl state, federal, and accrediting agencies</li> </ul>	35%
<ul style="list-style-type: none"> <li>Assists in implementation and maintains stored procedures, queries, reporting templates, and relational databases that adhere to university and industry standards; provide recommendations as needed</li> </ul>	20%
<ul style="list-style-type: none"> <li>Implement and document quality control processes to ensure data integrity for all data processes; provide recommendations regarding processes</li> </ul>	15%
<ul style="list-style-type: none"> <li>Evaluate trends in data/report requests and provides recommendations for developing standardized datasets and or reports</li> </ul>	10%
<ul style="list-style-type: none"> <li>Develop, modify, implement, administer surveys; collect survey data, analyze and report data</li> </ul>	10%
<ul style="list-style-type: none"> <li>Participate in professional development opportunities in support of job duties</li> </ul>	5%
<ul style="list-style-type: none"> <li>Perform additional job related duties are assigned.</li> </ul>	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