

JOB INFORMATION

Effective Date	5/2/2022
Job Code:	3131
Job Title:	Data Analyst/Business Intelligence Specialist
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	Information Technology
Job Family:	Information Technology
Job Summary	Data Analyst/Business Intelligence Specialist provides project and team leadership and has responsibilities ranging across the entire area of institutional research, including research, planning, and information systems creation as well as will provide training to institutional 'citizen' analysts. Responsibilities include the stewarding of studies on students, faculty, enrollment, or other areas of higher education to generate information pertinent to the decision-making process and will work with the departmental staff and IT to develop/implement business intelligence tools, reports, and data visualizations using well defined data sets to draw meaningful insights and solve business problems.

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	Mathematics, computer science, information science, or related field	Required	or
Master's Degree	Mathematics, computer science, information science, or related field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Demonstrated progressive experience in knowledge areas(s) including data analytics, statistical applications, data visualization tools.	Required	or
Progressive	Demonstrated progressive experience in knowledge areas(s) with considerable Supervisory experience of data analytics, statistical applications, data visualization tools.	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 state, federal, and accreditation agencies' reporting methods and requirements.	Skilled
• Knowledge of concepts pertaining to data analytics, reporting, and visualizations.	Proficient
• Knowledge of quantitative and qualitative research methods.	Skilled
• Skills in Microsoft Office, Outlook, Teams, Word, Excel, Access, and PowerPoint.	Proficient
• Skills in data analytics, Statistical applications and data visualization tools.	Skilled
• Skills in relational databases and query language.	Proficient
• Clear, precise, and effective written and oral communication skills in English.	Proficient
• Excellent organizational skills with ability to prioritize tasks and meet deadlines.	Skilled
• Ability to produce neat and accurate work with an attention to detail.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Lead team of IR analysts/interns to analyze and visualize data for routine, mandatory, and ad hoc internal and external reporting.	20%
• Translate data into actionable and easily digestible info using data analytics & data visualization tools to support decision-making.	20%
• Collaborate with stakeholders on data governance/analytics/reporting/visualization pertaining to the university data warehouse.	10%
• Coordinate and submit federal and state mandated reporting, as well as association, and rankings reporting.	10%
• Assist in the development, implementation, and maintenance of the institutional 'citizen' analyst training program.	20%
• Provide support and direction of survey design and administration in support of building useful data sources.	5%
• Assist in IR outcomes assessment goals, implementation of goals and strategies, and evaluates outcomes and results.	5%
• Represent Institutional Research and Information Technology on university wide committees.	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