

JOB INFORMATION

Effective Date	5/31/2022
Job Code:	3132
Job Title:	Data Scientist
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Data Scientist provides project and team leadership and has responsibilities ranging across the entire area of institutional research, including research, planning, and information system 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 tools, algorithms, develop data inferences, and predictive modeling to solve analytically complex 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	Degree in Mathematics, computer science, information science, or related field.	Required	
Master's Degree	Degree in Mathematics, computer science, information science, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of experience in data analytics and statistical applications.	Required	
Progressive	Seven years of experience in data analytics, statistical applications, predictive analysis and some supervisory experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
-------------------------	--------------------------------	------------	--------------------

Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of State, federal, and accreditation agencies' reporting methods and requirements.	Skilled
• Knowledge of concepts pertaining to data analytics, data mining, predictive analytics and data modeling.	Proficient
• Knowledge of quantitative and qualitative research methods.	Proficient
• Office 365 application experience including; Microsoft Office, Outlook, Teams, Word, Excel, Access, and PowerPoint.	Proficient
• Experience with data analysis, statistical software, object-oriented programming, 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
• Produce neat and accurate work with an attention to detail.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Design and construct processes /datasets for data modeling using prototypes, algorithms, predictive models, and custom analysis.	20%
• Develop processes/programming to clean and organize data to be more readily used.	20%
• Collaborate with stakeholders on data governance/data modeling/predictive analytics pertaining to the university data warehouse.	10%
• Support federal and state mandated reporting, associations reporting, 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 Institutional Research 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%
• Other related 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		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description