University of Houston ◢ Clear Lake

JOB INFORMATION

Effective Date	5/18/2022
Job Code:	3146
Job Title:	Functional Lead
Salary Grade/Structure:	070 - 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 Functional Lead is responsible for guiding the development of full functionality of the Peoplesoft SAA modules including: Academic Advising, Admissions, Prospects, Records, Transfer of Credit and Financial Aid. Responsible for managing the testing, training, and implementing of upgrades for the PeopleSoft Student Administrative and Advising (SAA) system for the UHCL campus. Serve as a troubleshooter for operational problems and be the liaison between UHCL and the UHS and Project Team offices. Coordinate efforts with other functional analysts at UHCL. Supervise the functional analyst team. Supervise the implementation of Slate CRM.

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	Degree in a related field.	Required	
Doctoral Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Minimum of 7 years progressive experience working with PeopleSoft CS modules with emphasis on admissions and records processing. Work experience in PeopleSoft 9.0.	Required	
Progressive	Knowledge of Recruitment, Academic Advising and Transfer of Credit Modules.	Preferred	

Licenses and Certifications

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

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Advanced knowledge and skills regarding the use of Office 365 suite application with focus on EXCEL, Project and Visio.	Proficient
•	Knowledge and experience using Statistical Analysis tools such as R, WebFocus or similar tools.	Proficient
•	Experience with SQL Server Management Studio, PL/SQL, or similar SQL query tools.	Proficient
•	PeopleSoft CS Module and SIS experience as well as experience with relational database and tables.	Proficient
•	Experience with Oracle Database Management System or other relational database system, and SIS Systems.	Proficient
•	Strong interpersonal skills and the ability to work with other people.	Proficient
•	Experience in business analytics and project management.	Proficient
•	Must have strong organization and time management skills.	Proficient
•	Excellent written and oral communication skills and ability to work with a broad range of clientele.	Proficient

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

	Essential Function	% TIME
•	Work closely with Directors/Assistant Directors in Admissions, Academic Records, and Distance Education, to develop PS functionality of SAA modules to improve business processses in order to have effective and efficient enrollment management operations. Coordinate the workflow of the functional analyst team to 1) accomplish system improvements as agreed upon with Directors/Assistant Directors involved in enrollment management , 2) resolve and troubleshoot problems and 3) develop documentation and training programs for end-users.	60%
•	Act as UHCL's official liaison with UHS to coordinate reporting and testing of operational problems.	20%
•	Coordinate necessary analyses and testing for upgrades and patches to the PS SAA system with end users.	15%
•	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
5%	

Functional Lead   07/14/2022