

JOB INFORMATION

Effective Date	2/8/2023
Job Code:	3149
Job Title:	Sr. Strategic Services Specialist
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	The Senior Strategic Services Specialist is an advanced project manager who will oversee data collection involving University and College/Division metrics, reporting of performance, oversight of data input, facilitation of Quality Improvement Team(s) for strategic initiatives, and development of web-based and media platforms to communicate progress made on all strategic plans for UHCL.

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 information systems, communications, marketing, or related field.	Required	
Master's Degree	in a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Progressive experience in data collection, analysis, strategic planning processes and methods.	Required	

Licenses and Certifications

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

KSAs	Proficiency
• Ability to produce Power point presentations, and Excel spreadsheet reports.	
• Skill and expertise in facilitating small and large groups of institutional stakeholders.	
• Skill and experience in developing performance reports, impact documentation, project plans and reports.	
• Skill and experience in developing media campaigns, web platform presence, etc.	
• Ability to think critically, problem solve, act independently.	
• Excellent oral and presentation skills and group facilitation skills and techniques	
• Refined project planning as well as organizational skills for projects, meetings, and events.	
• Knowledge of the overall academic enterprise.	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Responsible for documentation and archiving of all University-level (Tier 1) and College/Division (Tier 2) strategic plans, planning documents, and development over time (inclusive of strategy maps, objectives, initiatives, and all attendant metrics). Creates and maintains schedules for University-level and College/Division-level metrics collection and reporting.	30%
• Coordinates all calendar events and acts as a project manager for all assignments for Chief Strategy Officer as assigned. Facilitates Objective Owner meetings (Quality Improvement – Strategic Initiatives) for all University- and College/Division-level teams, generating data feedback reports, and developing action plans and accountability documentation.	30%
• Responsible for developing and monitoring University and College/Division strategic plan websites depicting appropriate strategic plans, progress, and success stories in coordination with Information Services, Marketing and Communications, and supervision of student professionals assigned to the President’s Office.	30%
• Communication and coordination with Division Chiefs and Deans relative to plan progress, needs, and plans of action.	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