



DATE ISSUED: 02/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Senior Undergraduate Studies Analyst

JOB SUMMARY

Performs responsible work in the development and production of analytical reports that support undergraduate education, developmental education, curriculum, and retention. Able to use Colleague and to set up and maintain databases for curriculum and other purposes. Develops and tracks drafts of transfer agreements; assists in maintaining web pages. This position is responsible for independently performing responsible and confidential duties and performing non-standardized work requiring the employee to work out production methods, schedules, and priorities. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Undergraduate Studies

Supervises: No supervisory responsibilities

PRIMARY DUTIES - *May include, but not limited to the following:*

Assists in data management, setting up and maintaining databases and files.

Develops and produces statistical and analytical reports.

Secures data needed for reports through Colleague.

Develops reports on success rates of students in developmental education courses and develops comparisons with peer institutions.

Develops report on pass rates in all freshman courses.

Reviews and reports data on early warning in freshmen classes.

Gathers data on students with excess hours and reports it to the Registrar, Financial Aid, academic departments.

Initiates reports on students taking courses for third time and reports it to Enrollment Management, academic departments for early notice of extra tuition.

*Senior Undergraduate
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Examines availability of spaces in courses during registration periods in relation to projected enrollment and provides reports to supervisor and Academic Advising.
Verifies accuracy and provides consistency among reports.
Assists in updating transfer agreements.
Assists in making curriculum updates in Colleague.
Tracks applications for core curriculum equivalencies & communicates results of reviews to advisors.
Assists in responding to queries about core curriculum requirements.
Assists in maintaining web pages for this office and others that report to this office.
Provides assistance in research, trend analysis related to this office.

ADDITIONAL DUTIES

Assists in planning and conducts advising activities during Transfer Orientations.
Provides support for development of presentation materials.
Attends meetings to represent the office in administrative work.
Acquiring skill in new data management systems/ software.
Assists directors of supervised units in acquiring skills in new software.
Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Two years university work experience or related experience.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to work effectively with data systems and office software such as Word, Excel, PowerPoint, Access, and Colleague.
Ability to analyze data, determine significant patterns and trends, and present data for non-technical readers.
Ability to communicate effectively orally, by phone, in person, and in writing.
Ability to produce accurate reports under time pressure when needed.
Ability to proofread, identify significant details, verify researched data, and locate information in electronic and published sources.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

*Senior Undergraduate
Studies Analyst
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Knowledge of general degree requirements and processes associated with higher education such as registration, class schedules, etc.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public and to represent the department and university in a friendly, courteous, and professional manner.

Working knowledge of office practices and methods.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.