

Position Title: Data Analyst/Report Writer
Department: Advancement Services – Seminole Boosters, Inc.
Reports To: Director of Advancement Services

Position Purpose

The Data Analyst/Report Writer will be responsible for developing web reports, fulfilling ad hoc data and report requests, and providing end user support in these capacities. The successful candidate will also investigate and resolve transactional and data-related issues of CRM products.

Principal Responsibilities

- Produce and support the production of standard, custom, and dashboard reports utilizing data warehouse and transactional systems
- Provide SQL analysis & support
- Perform business requirements for gathering and analysis, and clearly communicate findings to various stakeholders
- Fulfill data and reporting requests for mailing lists, demographic analysis, key performance indicators and other requests
- Participate in thorough testing and validation efforts ensuring timely and accurate results in a team environment
- Using advanced analytical skills, provide comprehensive assessments to management that interpret patterns and trends, and determine overall data quality
- Provide data manipulation and reporting assistance as needed, and assist with the development of audit reports in support of data management integrity
- Design, create, and maintain application and business process related documentation
- Provide appropriate service, support, advice, guidance, and training to end users regarding technical and reporting issues, and capabilities and functions of the reporting systems
- Participate as a member of the Data Integrity Committee (FADIC)
- Protect confidential information

Education & Experience

- Bachelor's degree required
- Minimum of 2 years utilizing SQL Server Reporting Services (SSRS) (other BI tools such as Cognos or Business Objects may substitute) for report development and publishing

- Minimum of 2 years programming in SQL or similar query language
- Experience with source control systems, Team Foundation Server (TFS) preferred
- Experience as a subject matter expert in an enterprise-wide reporting capacity, including participation on large project initiatives, preferred
- Familiarity with SDLC methodologies including requirements, design, implementation, testing and maintenance
- Understanding of standard IT policies and procedures, including usage of test environments and change procedures
- Strong aptitude for diagnosing end user problems, identifying and implementing solutions
- Excel at uncovering hidden trends in a volume of data

Skills and Abilities

- Ability to evaluate and improve the efficiency and effectiveness of operations
- Strong internal customer service delivery and a proactive approach to user efficiency
- Detail oriented and organized with an ability to meet deadlines
- Demonstrated history of functioning independently while working well in a ‘team oriented’ environment, taking the initiative to be productive and efficient
- Ability to effectively communicate with users of diverse backgrounds and skill levels
- Ability to work occasional evenings or weekends in response to the needs of the systems being supported