Job Description: Data Reporting Specialist

The Computer Services Data Reporting Specialist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Director of Administrative Computing and the Chief Information Officer, or as designated by the President.

Qualifications:
This person must be dependable, punctual, a team player and have the ability to communicate in writing and verbally as well as interpret and present data to a variety of audiences, manage multiple priorities, maintain detail, and meet deadlines. A Bachelor’s or Master’s degree in computer information technology, statistics, business, social science or other related field is preferred. Fluency in Microsoft Office, proficiency in Excel, experience with relational databases, SQL, statistical software, and report generation in a Higher Education environment is also preferred.

Description:
This is a full-time, salaried, non-exempt position with responsibility for data integrity and data reporting to support operations and decision making for College-wide departments. This position is covered by the Public Education Employee Retirement System (PEERS).

The Data Reporting Specialist shall:

1. Manage multiple priorities, maintain detail, and meet deadlines;
2. Work with departments to ensure data integrity in College computing systems;
3. Perform complex analysis and problem solving and to work under pressure;
4. Work independently within general direction and guidelines, yet recognize when to seek assistance;
5. Extract and analyze institutional data to support institutional decision making processes;
6. Work with Jenzabar CX and JX enterprise computing systems using ACE, COGNOS, and other report writing tools;
7. Translate report requirements in specifications and use SQL to generate data extract that can be rendered into identified output format.
8. Perform other duties as assigned.