Analyst, It Senior Reporting
Austin Community College

Job Title	Analyst, It Senior Reporting
Department	Information Technology
Institution	Austin Community College
	Austin, Texas
Date Posted	Dec. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/4869346
Apply By Email	
Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Analyst, IT Senior Reporting

Job Description Summary:
To have a hand in building a new reporting infrastructure from the ground up to support a robust and meaningful business intelligence platform that serves the whole college.

Job Description:
Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Designs, builds, tests, and maintains reports and dashboards for a variety of business use cases in Domo business intelligence platform.
- Reviews Designs, builds, tests of other report analysts.
- Works closely with end users to gather requirements for reports and provide guidance and recommendations on establishing KBRs and KPIs where needed.
- Identifies and vets source application data for transfer to a data hub/data warehouse and

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subsequent analysis, and sometimes assisting with construction or execution of ETL/ELT processes.
- Provides input into the methodologies, practices, documentation and standards used.
- Guides and recommends to other BI and IT teams to maintain an accurate and efficient reporting ecosystem with robust enterprise documentation.
- Identifies opportunities for process improvement in data collection, data analysis, business processes, and enterprise engagement with reporting.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Detailed knowledge and competency in at least two prominent reporting software tools.
- High level of knowledge and competency with database management systems.
- Experience with SQL to query data based on varying degrees of logic.
- Advanced experience with analytics platforms and tools like Domo, Tableau, Looker, Power BI, Qlik, Sisense, SAS, etc. (Domo a plus).
- Strong knowledge of best practices and principles behind setting, measuring, and refining KBRs and KPIs across a variety of business use cases.
- Knowledge of reporting tools and best practices of those specific tools.
- Thorough understanding of data management and ETL/ELT processes, experience with Informatica or other warehousing tools and iPaaS or other cloud-based enterprise tools a plus and the ability to mentor/guide others.
- Understanding of data warehousing principles and best practices and the ability to explain that understanding to others.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Creating specialized reporting solutions, using multiple files and file pointers.

- Data collection, analysis, and report writing.
- Ability to understand and follow instructions precisely.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Ability to work independently and be self-motivated.
- Ability to communicate with a broad range of audience including senior level leadership.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Use query and control languages, program, create complex reports, deal with database management systems, and provide technical support.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- One or more years of experience with enterprise reporting and analytics, from providing scheduled daily notifications to producing executive-level analysis, SQL experience a plus.

Required Education

- Bachelor's degree.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.

- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

$73,896 - $92,370

Reports to: Sr. Manager, Data Governance

Number of Openings:
1

Job Posting Close Date:
July 17, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to

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perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Analyst---IT-Senior-Reporting_R-910

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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