

**Coordinator of Business Intelligence
Erie Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=235385>

Downloaded On: Jul. 16, 2024 7:25am

Posted Apr. 30, 2024, set to expire Dec. 7, 2024

Job Title	Coordinator of Business Intelligence
Department	Information Technology Services
Institution	Erie Community College Buffalo, New York

Date Posted	Apr. 30, 2024
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Coordinator
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Academic Field(s)	Fiscal Services
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Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Coordinator-of-Business-Intelligence_J0002078
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Apply By Email

Job Description

Department:

Information Technology Services

Salary/Hourly

\$57,216.43 Annual

Union/Position Status:

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AAECC FT

Posting Closing Date:

May 10, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves creation and maintenance of the enterprise data repositories for administrative applications. Specific tasks involve Enterprise data analysis for strategic decision-making, creation of institution business intelligence tools, support enterprise reporting efforts / data repositories, lead data governance efforts, and ERP Implementation. Work is performed under the supervision of the Executive Director of ERP or CIO designee. Supervision is exercised over applicable staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Lead data analyzation, business intelligence, and analytics to support institution;
- Lead efforts to build enterprise data repositories, which collect information from internal and external applications. Create associated data marts / data warehouses as needed to support enterprise data architecture;
- Defines and build strategy to store and report on historical information from the legacy administrative applications;
- Lead enterprise reporting strategy/efforts. Includes data visualization tools and dashboards used by management and the institution;
- Lead data governance effort for the institution to establish data standards, ownership, and processes;

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- Partner with business areas and defining reporting and analysis requirements;
- Assist ERP implementation;
- Assist data mapping efforts for administrative applications;
- Assist testing procedures for an administrative application implementation;
- Assists with business process analysis;
- Responsible for learning new business area and may be embedded in that area. Requires strong interpersonal skills to work with various areas and levels of the institution;
- Develop online project and user documentation;
- Develop Help Desk knowledgebase for FAQ and assist with training material;
- Develop change management strategies to accomplish above tasks.

KNOWLEDGE, SKILLS AND ABILITIES:

CANDIDATES MUST BE ABLE TO:

- Demonstrate a track record of data analysis and support for business intelligence tools;
- Demonstrate a strong critical thinking;
- Familiar with SQL Server or another Relational Database. Object Oriented Databases would be a plus;
- Familiar with reporting and data visualization tools;
- Familiar with Data Mart and Data Warehouse design strategies;
- Utilize prior ERP implementation experience;
- Utilize prior change management experience;
- Demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment;
- Ability to handle multiple project priorities;
- Good knowledge of educational administrative systems and procedures;
- Ability to train others effectively;
- Good professional judgment;
- Initiative and resourcefulness;
- Dependability;
- Physically capable of performing the functions of the position with or without reasonable accommodation;
- Demonstrate having worked with at least one (1) or two (2) ERP implementations or Administrative System implementations, which involved multiple areas of an organization and 3rd party consulting.

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MINIMUM QUALIFICATIONS:

Bachelor's degree and four (4) years' experience in information technology, computer science, mathematics, or related fields or equivalent experience.

Two (2) years of experience as a data analyst.

PREFERRED QUALIFICATIONS:

- Worked on at least one (1) Enterprise Reporting Application Implementation;
- Worked on at least one (1) ERP or Administrative System implementation;
- Working experience with the Workday ERP Reporting;
- Prior experience with HR, Payroll, Finance, or Student administrative applications;
- Worked on at least one (1) Enterprise Reporting Application Implementation in higher education

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran

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status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

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

Contact

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