### Job Description

Do you love extracting, nurturing and transforming a high volume of data into actionable business information and making it readily accessible to stakeholders?

The W. P. Carey School of Business has an incredible opportunity for a Business Intelligence Analyst to use their analysis of education, market, and student trends, in addition to internal data, as a means to holding a competitive space within business education. We make business personal by looking at the different needs of our students always evaluating and reinventing what we do in order to provide the best educational experience.

W. P. Carey is looking for someone with a strong background in data extraction, dashboard creation, predictive analytics and developing business/customer insights to fill a dynamic role providing recommendations on targeted improvements, performance and business solutions, and options for leadership decisions and direction that can enhance the services, impact, and practices of business education.

#### Essential Duties

- Meets with key stakeholders from all departments to gather, analyze, and determine data and information requirements in support of school wide initiatives, strategies and goals, as well as day-to-day requests.
- Creates high quality, complex and timely reports, dashboards, and documents to fulfill basic information requests using various technologies (such as SSRS and Tableau) so internal teams and leadership can better understand issues and identify actions to be taken to solve these issues.
- Understands business processes, key metrics to manage these processes, and the data behind the metrics.
- Researches and resolves data load (ETL) issues from the different environments.
- Creates and maintains information requirement repositories, including all associated metadata.
- Delivers relevant and actionable insights through the analysis of different data sets.
- Documents specifications for business intelligence or information technology (IT) reports, dashboards or other outputs.
- Assists departments with the use of available information delivery alternatives (e.g., canned reports, dashboards, self-service analytics tools, and data extracts).
- Communicates utilizing technical documentation, emails, meetings and service updates ensuring accurate information and a timely flow of key project execution between all key stakeholders involved.
- Continuously looks for new ways of introducing process improvement.
- Designs and implements technology best practices, guidelines and repeatable processes within business intelligence solutions.
- Assists in preparing detailed specifications for database proposals that will be used to design, code, test, debug, document, and maintain database entities.
- Completes code reviews and inspections for the purpose of program optimization and accuracy.
- Provides security, integrity and validity to all data and reports.
- Provides technical assistance and cross training to other team members.

#### Minimum Qualifications

Bachelor’s degree in a business, information technology or closely related field and two (2) years’ experience in data modeling or database design using SQL or similar language, BI tool use and administration as well as user training/documentation development experience OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

#### Desired Qualifications

Evidence of a Master’s degree with an advanced level of business analysis and an emphasis on business intelligence, ETL development, data warehousing, and advanced analytics projects.

- Experience with reporting and visualization tools such as SSRS and Tableau
- Experience in B2B ecommerce, sales and performing business analysis to solve business problems
- Demonstrated working knowledge in predictive analytics using tools such as R and SAS
- Experience with relational database design, development & documentation
- Experience in using SQL to analyze data in a database or data warehouse
- Experience of understanding mid-level database, including proprietary and/or structured or open relational databases as MS SQL or Oracle
- Experience with the full Microsoft BI Stack (SSRS, SSIS, SSAS)
- Experience writing PL/SQL or Transactional SQL (Stored Procedures, Triggers and Functions)
- Experience with index tuning strategies and complex query optimization
- Experience working or educational knowledge of SQL (specifically with one or more of the following platforms: MSSQL, MySQL, PostgreSQL, Oracle, Sybase, DB2, or Similar Relational T-SQL Platform)
- Experience working or educational knowledge of scripting and/or programming experience in any industry standard language (Python, R, .NET, VBScript, Java, JavaScript, or equivalent)
- Evidence of effective written and verbal communication and data presentation skills, including an ability to effectively communicate with both user and technical teams
- Experience in problem solving skills
- Experience working multiple projects at one time and evaluate/prioritize

#### Working Environment

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. Drives University vehicle and/or cart to campus site.

#### Department Statement

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School...
welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at http://wpcarey.asu.edu.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real-world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.