Information Technology Job Function

**IT Reporting and Analytics Professional III**

**Grade:** 57  
**Job Code:** I1457P  
**Job Family:** IT Data Management  
**Job Family Matrix:** [IT Data Management Matrix](#)

**Summary**
Collect, analyze, and disseminate data for one or more business subject areas. Provide support on various analyses and reporting services that include: conducting complex statistical and quantitative analyses and presenting data in written reports, oral presentations and graphical displays.

**Typical Core Duties**
- Interview business owners to understand business problem, document solution and timeline
- Write programs to analyze data in a complex data environment and advance cross-functional workforce planning projects through project management and consultative services
- Design and evaluate test data and generate reports and tables of statistical results using a variety of tools (query and database)
- Research, develop and analyze metrics for projects and programs
- Collaborate with technical staff to standardize and systemize routine reports, dashboards, and metrics
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

**Basic Qualifications**
- Minimum of two years' post-secondary education or relevant work experience

**Additional Qualifications and Skills**
- Minimum two years' additional post-secondary education or relevant work experience
- Advanced proficiency in MS Office applications
- Advanced knowledge of and experience applying data analytics, data visualization and business intelligence principles
- Demonstrated cross-functional project management experience
- Strong written, verbal and visual communication and presentation skills
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Knowledge of relevant business sector

**Certificates and Licenses**
- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

**Physical Requirements**

**Working Conditions**
- Work is performed in an office setting