Information Technology Job Function

IT Data Architecture Professional II
Grade: 56
Job Code: I1356P
Job Family: IT Data Management
Job Family Matrix: IT Data Management Matrix

Summary
Independently assist in the development, maintenance and support of a data management system.

Typical Core Duties
- Perform aspects of data management services which may include database and analytics platform research and design, database performance and optimization, recovery/load strategy and implementation, and data modeling
- Collaborate to prepare data acquisition/access analysis
- Code and document scripts and stored procedures
- Prepare and implement data verification and testing methods
- Evaluate existing subject areas stored in the data warehouse
- Provide technical expertise to support system level programs
- Provide documentation for specific systems and processes
- Troubleshoot problems and recommend improvements
- May provide training to clients and staff
- 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
- Knowledge of information technology applications, processes, software and equipment
- Knowledge of ETL (Extraction, Transformation, and Loading), reporting and database technologies
- Advanced communication, technical and project management skills
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

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