Information Technology Job Function

IT Reporting and Analytics Professional II
Grade: 56
Job Code: I1456P
Job Family: IT Data Management
Job Family Matrix: IT Data Management Matrix

Summary
Independently provide analytical and operational support for reporting and analytic systems. Prepare standard and ad-hoc reports for various departments, managers, and faculty. Conduct intricate data analyses.

Typical Core Duties
- Contribute to the building of complex data sets and conduct intricate data analysis; define user objectives, business needs, scope, and revise existing system logic difficulties
- Design and produce reports to support a variety of business needs
- Resolve data discrepancies between data warehouse and systems
- Support developmental work on an application and its reports and database; collaborate with application developers on the design of table structures, reports and entry screens
- 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
- Advanced proficiency in MS Office applications
- Basic 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