GENERAL PURPOSE:

The Programmer Analyst has a primary responsibility to develop, implement and manage systems and reports for Advancement at the University of Rochester.

In addition this position will:
- Work with the Senior Director, Advancement Information Services (AIS) to build upon the strategic vision of the Associate Vice President of Advancement Services;
- Define, implement and assist with maintaining policies and procedures in support of OASIS (Advancement's alumni, gift and prospect development platform) and reporting systems;
- Interact with report requestors to discuss their needs and coordinate resources. Collaborate with the OASIS team to ensure customers have accurate and timely reports;

SPECIFIC RESPONSIBILITIES:

Report Design and Development (65%)

- Design and build new SQL Server Reporting Services (SSRS) reports and Tableau visualizations. Communicate with report requestors to ensure reports are built to their specifications. (25%)
- Write SQL and/or stored procedures to query the data out of the production system to efficiently display on the report in a timely manner. Develop dynamic reporting products while working independently with minimal direction. (20%)
- Create new methods to make report design more efficient and effective, such as report templates. Research best practices for reporting tools and implement them. (5%)
- Ensure SSRS reports, Tableau visualizations and legacy systems conform to Advancement Reporting Standards. (5%)
- Assist with the creation of tables and synonyms and coordinate the migration of report objects to production. (5%)
- Ensure report security is properly assigned and working as expected. (5%)

Report Quality (15%)
Verify the data displayed on reports is accurate and conforms to the business rules as stated the Advancement Information Services Policies and Procedures document. Test data integrity within reports for accuracy. Work with the OASIS Team; communicating any data oddities/discrepancies discovered in the process of testing. Review code written by Reporting Team members to ensure their queries will result in displaying accurate information.

Innovation (5%)
Assist in developing solutions to address Advancement's evolving reporting needs. New ideas/solutions are needed for additional training, preferred types of reports, documentation, reporting structures, etc. Attend conferences, professional development and conduct meetings with peers to keep Advancement current with best practices in reporting.

Documentation (5%)
Organize, document and streamline the various reporting methods utilized by Advancement Services which includes SSRS, Tableau, MS Sharepoint, Crystal Reports and Cognos. Perform other duties as assigned.

SKILLS:

Excellent organizational and interpersonal skills needed. Ability to deal effectively with customers and to collaborate well with co-workers.

Significant experience working with SSRS, Oracle, PL-SQL or T-SQL and relational databases required.

Outstanding written and oral communication skills.

Need to be able to construct data models and documentation.

Demonstrated expertise with business reporting systems, database/data warehouse architectures, implementation, and maintenance.

Proven ability to think strategically with respect to long-term information needs as well as tactically with respect to handling current needs, schedule trade-offs, etc.

QUALIFICATIONS:

College graduation or an equivalent combination of experience and training. Bachelor's degree in Business or Management Information Systems and/or 4-5 years of relevant technical experience required.

Experience with SSRS, Oracle, PL-SQL or T-SQL and relational databases required.