



“REAL WORLD” OPPORTUNITIES
UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Information Analyst I Ref# 151686

Start Date: IMMEDIATE

GENERAL PURPOSE:

BRIEF DESCRIPTION OF DUTIES:

Assists with management of Department's computer hardware inventory, maintaining the inventory database, working with administrative staff to track inventory and providing reports to assist with purchasing decisions and planning. Takes physical inventory regularly. Will manage department's access databases, creating, reviewing and analyzing data and provide reports as needed. Works with Analyst/Programmer as needed to define interfaces between specialized databases and department database. Assists System Administrator of ALPHA system, reviewing and analyzing system logs and reports, per HIPAA Security regulations. Collects and enters data into AS/400 computer or other databases. Assists in identifying and correcting data errors and anomalies. Analyzes commonly occurring problems and works with other staff to find either computer or procedural solutions, including data base changes. Generates Monthly Reports via SAS. Verifies accuracy of both monthly and ad hoc reports. Provides ALPHA training for department users, as needed. Provides backup for other staff as needed, including department website modifications, using Contribute software. Subscribes to the department's goal of creating a culturally competent environment by treating patients/families, trainees, research subjects and co-workers in a sensitive and caring manner with appropriate attention to cultural differences. Participates in available cultural competence events and trainings. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree with major course work in social or technical field; or an equivalent combination of education and experience



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.