Report Developer for Decision Support
Search #170651

Boise State University, powered by creativity and innovation, stands uniquely positioned in the Northwest as a metropolitan research university of distinction. Learn more about Boise State and the City of Boise at https://go.boisestate.edu/join-our-team/.

Boise State University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. Boise State University is an affirmative action/equal opportunity employer, and applications from members of historically underrepresented groups are especially encouraged to apply. We are a welcoming campus that supports diversity and inclusion.

Position Overview:

Drawing on both technical and analytical competencies, the Report Developer for Decision Support in the Office of Institutional Research will collaborate with the IR staff, data consumers, and colleagues in OIT/Business Intelligence and Reporting Services to determine requirements, design solutions, and model data. The Report Developer will perform user and data-driven research, review and verify data, and develop end-user reports. She/he will develop a broad body of data reports and conduct analytic work, with a particular focus on academic analytics, ensuring integrity, timeliness, and appropriate presentation. The Report Developer is expected to proactively engage in outreach to department chairs and other end users and develop collegial working relationships within the unit.

You will have the opportunity to:

- Perform user and data-driven research; anticipate and represent end-user needs; propose analytic reports to answer strategic, tactical, structured or unstructured business questions.
- Provide training on the reporting tool to campus end-users, develop training resources, and documentation.
- Ensure report quality and engage in process improvement through testing, documentation, issue identification and problem solving.
- Perform research to identify the causes of reported user issues; address and resolve issues or route issues to the appropriate areas for support as needed.
- Manage documentation for developed reports in the university’s data dictionary.
- Develop dashboard views of data for use in strategic planning, university performance reporting, and monitoring of the other key performance indicators (KPIs) using data visualization tools.
- Develop or modify reports for campus use based on the requirements defined by campus users, utilizing data from our enterprise data warehouse.
- Test and validate reports properly prior to publication to make sure that integrity is maintained to the highest level.
Minimum Qualifications:
- Bachelor’s degree (or equivalent) plus two years professional experience. (A degree in information sciences, social sciences, mathematics or a related field is strongly preferred, as is experience in a role that required similar skills)
- High level of technical competence, including SQL programming expertise, and extensive knowledge of enterprise reporting system, as well as Data Warehouse structures.
- Demonstrated ability to compile and organize data to derive meaningful insights, including the ability to communicate clearly verbally and in written, numerical, and graphical forms.
- Strong customer service orientation and ability to represent end-user needs.
- Previous experience in report development, user support, and training/teaching others.
- Ability to work as part of a team and develop productive working relationships with diverse groups of people.
- Highly developed verbal and written communications skills that demonstrate the ability to present and communicate complex, technical information to a broad range of technical and non-technical staff.
- The position also requires; a high level of accuracy, extraordinary attention to details, solid proofreading skills, ability to multi-task and adhere to deadlines, and adherence to ethical and legal standards in institutional research.

Preferred Qualifications:
- Master’s degree in higher education administration, business, social science, information sciences, statistics or other relevant field.
- Experience with data reporting and/or visualization tools such as Pyramid, PowerPivot, Cognos, Argos, Discoverer Plus, Tableau, and/or MS BI tools.
- Extensive knowledge of external data resources and capacity to merge various structures into existing data files.
- Proficiency in data exploration, extraction, and analysis including working with statistical analysis software (e.g., SAS, SPSS).
- Experience in institutional research or higher education analysis and reporting.

The successful candidate will possess the interest, experience, and/or ability to promote cultural competency and/or diversity.

Salary and benefits: Salary is $51,000, possibly higher depending on qualifications, and an excellent benefits package is available for eligible employee, for more information visit: http://hrs.boisestate.edu/careers/benefits/.

Application Instructions: Please upload to your application a cover letter indicating your interest and qualifications for this position, a resume that includes employment history (including dates of employment) and three professional references with contact information.

Review of applications will begin July 24th and continue until a final set of candidates for the position have been identified.

Boise State University is an affirmative action, equal opportunity employer. Boise State University is building a culturally diverse faculty and staff and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans. As a federal contractor, the University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. View Boise State’s complete Pay Transparency Policy Statement.

If you require an accommodation to complete this application, please contact Human Resources at 208-426-1616.