

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

POSITION DESCRIPTION

TITLE: Specialist, Information Analyst

FLSA CLASS: Exempt

DEPT: Technology Services

SALARY: Commensurate with experience, plus benefits

WORKSITE: 1707 New Hampshire Ave.,
N.W. Washington, DC 20009

REPORTS TO: Coordinator, Technology Services

SCHEDULED HOURS: Full-time, 40 hours per week

POSITION PURPOSE AND SUMMARY

The Information Analyst is the primary resource gathering requirements and translating them into custom-formatted data reports. The ideal candidate for this position is able to do complete life cycle data generation and outline critical information for each stakeholder. This role also has expertise in analyzing business procedures and recommending specific types of data that can be used to improve upon them.

DUTIES AND RESPONSIBILITIES

1. Perform data entry/import/export
2. Assist users with report creation and data analysis, as appropriate
3. Conduct system testing and assist development team with resolution of user access issues
4. Assist with creation and maintenance of documentation related to information assurance, user guides, reporting procedures, and user alerts, etc.
5. Gather data from various sources and perform spend analysis and reporting.
6. Create data trend reports and perform analysis on results
7. Maintain the Crystal Reports in iMIS by making sure they are up-to-date and populating the correct data.
8. Build IQA reports and SSRS reports for the Staff Site and/or the ICE module.
9. Other duties as assigned.

REQUIRED QUALIFICATIONS

1. Associate's Degree from an accredited college or university or three years of relevant work experience
2. 2-3 years of professional experience; preferably in an analyst and report writing role
3. Proficient use of Microsoft Office application suite
4. Proficient use of Crystal Reports
5. Proficient use of SSRS
6. Proficient use of SQL Server 2014, 2016
7. Ability to maintain and exercise patience and professionalism during stressful situations
8. Exemplary customer service skills and ability to follow up on open issues as needed
9. Effective use of written and spoken communication skills across departments

10. Effective time management and multi-tasking skills
11. Ability to work both independently and in a collaborative environment
12. Detail oriented with strong organization skills

QUALIFICATIONS CONSIDERED A PLUS

1. Experience working for a non-profit organization.
2. Experience with iMIS and using Intelligent Query Architectures (IQAs)

WORKING CONDITIONS

1. Work performed in an office environment.
2. Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event.
3. Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.
4. Performs duties in a sedentary environment; however, the work may require the incumbent climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.