



Business Data Analyst

College of Saint Mary is seeking a fast-paced, self-motivated professional to join Institutional Technology team as a Business Data Analyst. The Business Analyst works directly with end-users regarding the acquisition, analysis, and interpretation of business data. The Analyst gathers, documents, and analyzes business needs and requirements from end users on business questions or problems, then provides tools by which these needs can be met.

Essential Functions

- Act as the interface and liaison between Institutional Technology and end users.
- Responsible for chairing the Administrative Systems User Group committee, Data Governance Committee, and other CSM committees.
- Maintains change requests and data dictionary with assistance from campus data stewards.
- Perform discovery of business requirements, including data processing, reports, and interaction between various IT systems.
- Work with staff and faculty to develop or improve business processes, including reports, dashboards, data integration, and data analysis.
- Design and maintain reports, dashboards, and other data visualizations.
- Design, document, and maintain entities related to reporting, data warehousing, and data analysis, including but not limited to: data models, data dictionaries, and queries.
- Act as Data Steward, develop and maintain methods of data integrity.
- Develop and maintain documentation of business processes, dependencies, and related items.
- Provide recommendations to management on changes to business processes.
- Provide training for end-users on applicable business applications or business process tools.
- Evaluate new or alternative technologies and make recommendations to management.
- Works collaboratively with management and end-users to ensure needs are met.
- Provide documentation of systems, processes, integrations, and related functions.

Required Education and Experience

- Bachelor's degree in Computer Science, Information Systems, or related field.
- A minimum of 5 years' experience as a business analyst, data analyst, or comparable position will be considered in lieu of formal education.

Preferred Education and Experience

- Microsoft certification (MCSA/MCSE) for SQL Server administration and/or Business Intelligence.
- Other industry certification related to database, security, or project management.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including one supervisor, ready to upload during the application process.

[Application: Business Data Analyst](#)

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