

Data Integrity Analyst Temple University

Reporting to the Sr. Associate Registrar of Technology, the Academic Data Integrity Analyst will play an important role in maintaining and improving the administrative systems at the Office of the University Registrar (OUR), contributing to our efforts to increase the quality, accuracy and efficiency of data processing and reporting, and serving as an ongoing supportive role as part of the Banner team. Primary responsibilities will include first-level troubleshooting for administrative system issues and office technology; gathering business requirements for reporting, program development and system modifications; assisting with planning, documentation and training for new procedures and best practices; assisting with the creation of ad hoc reports and data integrity audits; maintaining, creating, and updating website content; manipulating data sets for pattern analysis and data conversion; monitoring nightly batch scheduling and job creation (Appworx); assisting with set-up and execution of correspondence to students (e.g. Gammadyne emails, and Banner Letter Generation); monitoring data transfers to the National Student Clearinghouse; assisting with regression/acceptance testing for system updates; assisting with planning and scheduling of automated production processes; and creating and interpreting business intelligence and performance statistics including but not limited to phone queue and usage statistics and web statistics. In addition, the Academic Data Integrity Analyst will perform light hardware/software maintenance and troubleshooting, and will act as a technical liaison when interfacing with other offices and back-up liaison with computer services. Perform other duties as assigned.

Required Education and Experience:

Bachelor's degree and at least one year of directly related experience. An equivalent combination of education and experience may be considered.

Required Skills and Abilities:

- *Solid oral and written communication and interpersonal skills.
- *Strong analytical/problem solving skills.
- *Solid understanding of relational database structure concepts.
- *Experience creating advanced reporting solutions using tools such as Cognos or Crystal Reports.
- *Proficient in Microsoft Office (MS Word, Excel, Powerpoint, etc.).
- *Proficient in HTML/XHTML.

Preferred:

- *Experience in Banner.

To apply for this position, and view other Temple opportunities, please visit our website at www.temple.edu, and click on Jobs @ temple. Please apply to Requisition TU-14568. AA, EOE, m/f/d/v.

The link for external applicants is below

https://hospats.admnsvc.temple.edu/css_external/cssPage_Welcome.asp