Job Description

Hamilton

Position Title:	**Department:**	**Date:**
Business Intelligence Analyst	Library & Information Technology Services	12/03/2019

Reports to:	**Location:**	**FLSA Classification:**
Director, Business Intelligence and Web Services (Enterprise Information Systems)	Burke Library Hamilton College 198 College Hill Road Clinton, NY 13323	Exempt (Salaried)

Position Summary

The Business Intelligence Analyst performs advanced business data analysis using various techniques, e.g. statistical analysis, explanatory and predictive modeling and machine learning. Researches best practices and supports developing the solutions and recommendations for the current business intelligence operations. May work with internal clients and external vendors to identify analytical requirements. Provide business data interpretation, produce ad hoc data and reports, and perform quality assurance for data integrity and accuracy. May assist in developing or implementing systems to capture business operation information.

Responsibilities (Essential Functions) Include % of time spend for each Essential Function

a) Use advanced analytics to provide correlations, root cause analysis, predictive models, and machine learning algorithms.
b) Define and understand business problems and opportunities from all angles.
c) Identify, assess, and document potential data sources by analyzing the data flow, relationships, dependencies and required data cleansing.
d) Recommend optimal metrics to measure performance and success.
e) Ensure accuracy of results and analytic methods through testing and validation of underlying report data.
f) Develops reports and presentations to support solid conclusions regarding trends and findings with an ability to explain those findings to varying audiences.
g) Participate in new technology evaluation, ensuring data and architectural advancement within the organization.
h) Provide advanced knowledge of all aspects of data to the entire organization.
i) Demonstrate strong understanding of institutional data and processes.
j) Employs best practices to analyze large amounts of data while maintaining intense attention to detail.
k) Questions established business practices and brainstorming new approaches to data analysis.

Education and Previous Experience Requirements

- A Bachelor's degree with STEM concentration.
- At least 2 years of experience managing data warehouse and/or business intelligence systems. Must have experience in data extraction using SQL, SAS and other query tools.
- Basic understanding of Data Warehousing and Quality Assurance tools are essential.

- An advanced degree or certifications in a related field are a plus.

Knowledge, Skills, and Abilities

- Advanced statistical and analytical experience (e.g. SAS/R).
- Ability to use scripting tools to perform data analysis (e.g. Python, Ruby).
- Knowledge of machine learning tools and algorithms.
- Data warehousing and business intelligence platforms.
- Database design.
- Experience writing SQL queries to extract data, with a preference toward experience with Snowflake Data Warehouse.
- Demonstrated commitment to working as part of a diverse and inclusive community.
- The ability to successfully manage multiple priorities.
- Above average customer service skills as well as verbal and written communication skills.
- Should be able to communicate technical information (both written and verbally) to technical and non-technical people in a supportive and meaningful way.
- Must embrace learning and working with constantly changing technology.
- Work collaboratively within our team, the department, and the across the college.

Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Sitting	☐	☐	☐	☒
Walking	☐	☒	☐	☐
Standing	☐	☒	☐	☐
Bending (neck)	☐	☒	☐	☐
Bending (waist)	☐	☒	☐	☐
Squatting	☐	☒	☐	☐
Climbing	☐	☒	☐	☐
Kneeling	☒	☐	☐	☐
Crawling	☒	☐	☐	☐
Twisting (neck)	☐	☒	☐	☐
Twisting (waist)	☐	☒	☐	☐
Hand Use				
Is repetitive use of hand required?	Yes ☒		No ☐	
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day) – Assumes right-handedness	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hours
Simple grasping (right hand)	☐	☐	☒	☐
Simple grasping (left hand)	☐	☒	☐	☐
Power grasping (right hand)	☐	☒	☐	☐

	Never	Occasionally	Frequently	Constantly
Power grasping (left hand)	☐	☒	☐	☐
Fine manipulation (right hand)	☐	☐	☒	☐
Fine manipulation (left hand)	☐	☒	☐	☐
Pushing and pulling (right hand)	☐	☐	☒	☐
Pushing and pulling (left hand)	☐	☒	☐	☐
Reaching (above shoulder level)	☐	☒	☐	☐
Reaching (below shoulder level)	☐	☒	☐	☐

Lifting				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	☐	☒	☐	☐
Lifting 11-25 lbs	☐	☒	☐	☐
Lifting 26-50 lbs	☒	☐	☐	☐
Lifting 51-75 lbs	☒	☐	☐	☐
Lifting over 75 lbs	☒	☐	☐	☐
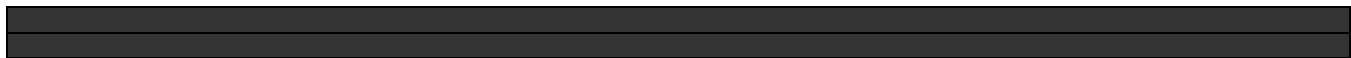
Reviewed and Approved:
(Sign and Date)

Department Manager/Supervisor: _____   **Date:** _____

Department Director/VP: _____   **Date:** _____

Human Resources: _____   **Date:** _____

Union Representative (If Applicable): _____   **Date:** _____