Job Description

Company:	Brazos Higher Education Service Corp. Inc.	**For Internal HR Use:**
		FLSA Status:
Job Title:	Data Report Writer I	
Effective Date:	5/22/2024	**Grade:**
Department:	1000	
Location:	Waco and Partially Remote	
Reports to (Title):	Data Warehouse and Business Intelligence Manager	

I. Job Summary

The Data Report Writer contributes to organizational efficiency by creating, maintaining, and automating reports using various tools such as SQL, SSRS, and PowerBI. This role involves collaborating with teams to meet evolving reporting needs, ensuring data integrity across systems, and streamlining processes through automation.

II. Essential Duties and Responsibilities include the following. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other minor duties may be assigned.

- Create new reports, visualizations, and workflows based on provided business logic through discussions with business lines.
- Generate ad hoc reports and datasets in response to data requests.
- Maintain and update existing reports and workflows to meet evolving needs.
- Automate current processes based on provided business logic.
- Troubleshoot reports or processes to resolve errors.
- Document report or process requirements.
- Ensure data system integrity across multiple sources such as ZOHO, Datawarehouse, and Excel.
- Assist with Data Warehouse (DW) maintenance.

III. Supervisory Responsibilities

Not normally required to supervise others.

IV. Qualifications

The requirements listed below are representative of the qualifications necessary to perform the job.

A. Education

Required: Specialized/technical training past high school or some college
Field of study: Computer Science or related field

Preferred: Bachelor's Degree
Field of study: Computer Science or related field

B. Experience

Required: 3 years but less than 5 years of previous experience

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Preferred: 5 years but less than 7 years of previous experience

C. Certificates, Licenses, Registrations or Other Requirements

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D. Other Knowledge, Skills or Abilities Required

- Proficiency in report writing using SSRS, PowerBI, or similar tools
- Experience working with data sets, including transforming and loading data using SSIS
- Demonstrated proficiency with the MS O365 Suite
- Strong command of SQL for data querying and manipulation
- Effective communication skills, both written and verbal
- Ability to exercise discretion and handle confidential data appropriately
- Collaborative mindset, capable of working well within a team
- Skill in prioritizing tasks and meeting deadlines consistently
- Meticulous attention to detail
- Preferred Qualifications:
    - Previous experience in data visualization, especially with MS Power BI and/or Qlik
    - Additional expertise in SSRS and SQL Server utilization

V. Work Environment

Listed below are key points regarding environmental demands and work environment of the job. *Reasonable accommodations may be made* to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) **Most of the day**
- Required to exert physical effort in handling objects **Rarely**
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) **Rarely**
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements **Rarely**
- Normal setting for this job is an **Office Setting**.