



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Advancement Reporting Analyst
Job Class: Support Staff
Department: Advancement Services
Reports To: Director of Advancement Technology
FLSA status: Part-time (20 hours per week), non-exempt
To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: Under the direction of the Director of Advancement Technology, the Advancement Reporting Analyst, will gather and translate reporting requirements into technical specifications, design, develop and deploy reports for the department.

This position requires a candidate that can efficiently develop reports in a manner that is consistent with customer requirements. The ideal candidate will have the aptitude and interest in growing skills across a variety of platforms and functional areas based on evolving needs. The ability to communicate effectively is essential, with strong writing skills needed in order to document report deliverables.

The candidate must have advanced computer skills, including the use of software to generate data extracts and develop reports based on customer's requirement utilizing Crystal reports.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MISSION CRITICAL COMPETENCIES:

- **COMMUNICATION SKILLS:**
 - Ability to present information, analysis, ideas, and positions in writing or in oral presentations in a clear and convincing manner.
 - Ability to tailor written and oral presentations to effectively reach intended audience.
 - Organizes ideas in a clear, logical flow that can easily be understood.
- **INTERPERSONAL SKILLS:**
 - Ability to create strong relationships with constituents and colleagues in order to develop trust and credibility with them.
 - Ability to work through interpersonal conflicts to ensure problems are addressed and relationships are strengthened.
 - Respect confidentiality of information.
- **AGILITY:**
 - Readily responds to pressing and changing demands of constituents and within the organization.

- Take calculated risks.
- Quickly and effectively solves customer problems.
- Is accessible and provides prompt, attentive service.
- **INITIATIVE:**
 - Seek opportunities to improve, streamline, reinvent work processes as a means to improve the organizations performance and effectiveness.
 - Think expansively by combining ideas in unique ways or making connections between disparate ideas.
- **ACCOUNTABILITY:**
 - Take responsibility for individual and team goals.
 - Develop goals and a plan to help fulfill the division's mission.
 - Develop clear and challenging but achievable personal and organizational goals.
- **ETHICS:**
 - Act in a way that reflects relevant law, policy and procedures, and university values.

Please see attached Institutional Advancement Core Performance Competencies.

EDUCATION and/or EXPERIENCE: Bachelors degree in Computer Science or a related technical field with at least 3 years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS:

- Analytical – Methodological thought process to resolving problems and interpreting business requirements. Demonstrates ability to quickly analyze information to develop insights and conclusions.
- Must have experience developing departmental reports using Crystal Reports or a comparable report writer.
- Experience with a SQL server database.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting;

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required

of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu