

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Close Date: February 15, 2025

Job Title: Business Intelligence Analyst/Developer

NJ CSC Job Spec Code & Title: 10237 - Software Development Specialist 1

Job Category: Classified, Non-Competitive, NE (35 Hour) Workweek

Union Description: CWA

Class Code: 21

Internal Salary Range: P21/\$62,164.35 - \$88,009.24

External Salary Range: P21/\$62,164.35 - \$70,779.32

The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.

The external salary range is used for candidates who are not NJ state employees who meet the requirements below.

Position Summary:

This cross functional position will focus on report and dashboard development across a mix of reporting environments. The position will work within the Institutional Research and Analytics office where responsibilities will include developing insightful, innovative and engaging reports and dashboards that are easy to consume by end-users using Tableau and SAP/Business Objects. The incumbent is required to be fluent in reporting and data extraction tools. These include, but are not limited to: Tableau, SAP Business Objects, Microsoft Access, and Excel.

Main Responsibilities:

- Develop data visualizations, dashboards, KPI's and other self-service data solutions, including requirement gathering, design, testing and deployment using Tableau and SAP/Business Objects. Participate in data warehouse architecture activities.
- Ensure reports and systems are functioning normally by running sample reports. Verify validity and completeness of data and work with the BI Manager and other functional areas to correct and address any data concerns.
- Attend weekly IRA team meetings. Attend weekly project status meetings with project managers and business users.
- Participate in information activities including data quality standards and data stewardship meetings.
- Represent IRA by participating in cross functional and data management groups.
- Prepare and provide status, activity, project updates and reports, and other communications to IRA Executive Director and/or BI manager as required.
- Maintain current knowledge of best practices and future trends through participation in user communities, professional organizations and conferences.

Required Qualifications:

- Bachelor's degree (information technology, information systems, computer science, statistics, or other related field)
- Two years experience creating dashboards and reports using various business intelligence products and software, preferably with Tableau experience.
- Understanding of data warehouse design and concepts, ELT/ETL process and data management.
- Use of statistical analysis and data analytics tools (e.g. SPSS, Tableau, Python, R, Excel).
- Experience in the design, development and deployment of reports, dashboards and analytics using business intelligence tools and products.
- Business intelligence solution development experience, preferably developing reports and dashboards using Tableau and SAP/Business Objects.
- Proven ability to analyze large amounts of data with high attention to detail and accuracy.

- Demonstrated ability to collaborate with business stakeholders, capture functional requirements and translate into technical solutions.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- Experience working in higher education and with Oracle Peoplesoft preferred.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Employee Benefits:

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.