Job Title: Business Data Analyst  
Job Category: Paid Student Only (Graduate level)  
Department: Office of the Chief Data Officer  
# Positions: 1  
Location: USC Columbia  
Travel Required: No  
Compensation: Hourly  
Academic Credit: No  
Contact: Jeremy Knotts knottsj@mailbox.sc.edu  
Date Posted: 2019/01/22  
Selection: This position is intended to be filled by a student in the USC Columbia. Nomination and/or endorsement by a faculty member is required.

### Additional Information

**Subject Line:** Student – Business Data Analyst

### Job Description

#### ROLE AND RESPONSIBILITIES

The Business Data Analyst will compile definitions for critical data elements (CDEs) in a mission-critical university office, to assist stakeholders in correct selection, use, and interpretation of data and information for mandatory reporting and business intelligence. This position will involve heavy use of SPSS.

Analyst will identify, research, and consult multiple resources as needed to determine meaning and verify content of CDEs. Potential resources include: vendor-provided system documentation, customization and modification scripts from implementation, data extract-transform-load activities, production systems back-end, custom queries, business process models, and consultation with professional staff. It is essential that Analyst understand how and why data is created, managed, and used in the office.

Analyst will exercise judgement to compose robust business and technical data definitions that conform to and support Enterprise Data Standard 1.02, Data Definitions & Data Dictionaries, including naming conventions. Analyst will submit definitions to the Data Steward for approval and revise as needed. Model data definitions will be comprised of:

- Intended and actual meaning
- Data Classification
- Data Steward
- Lineage and transformation from source system to data warehouse
- Essential metadata varying by CDE (format, structure, length, valid values)

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must possess excellent business writing skills, including a demonstrated aptitude for making detailed technical information cogent and comprehensible to non-technical end users. Prior Bachelors degree (or equivalent) and current enrollment in the University of South Carolina at the Masters or Graduate level are required.

#### PREFERRED SKILLS

Prior experience managing databases and or data assets; prior work translating and documenting information technology concepts and/or systems for use by functional end users (technical writing). SPSS experience is preferred.