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## MIT Position Description

<b>Job Title: : Business Analyst 3</b>	<b>Position Title: Senior Business Intelligence Analyst</b>
<b>Reports to: Director, Financial Strategic Projects</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: MIT Sloan Finance</b>	
<b>Date: 04/10/2019</b>	

### **Position Overview:**

Senior Business Intelligence Analyst, Office Finance, MIT Sloan School will serve as a member of the Finance team responsible for overseeing all business intelligence activities and projects as well as assigned areas of MIT Sloan Administrative Services. The individual in this role will be the technical lead on business intelligence and subsequent reporting, planning and budgeting projects; will participate in the design, development, architecture, configuration and implementation of business intelligence solutions (including planning and budgeting systems); will assemble and access data from various sources; will utilize innovative solutions to improve business processes, promote the strategic use of enterprise data, and enable clients to use reporting and analysis technologies to inform strategic decision-making; will participate in the development of data architecture strategy and principles; will design and deliver solutions that solve key, cross departmental business problems while understanding how those solutions fit into the overall business strategy; will serve as a reporting and analytics expert by assisting with the development of relational and dimensional models and reports; and will be responsible for understanding business needs and translating them into functional business process requirements that will facilitate a design for scalable reporting, planning and budgeting solutions.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

- Reporting to the Director, Financial Strategic Projects, will partner to define and create MIT Sloan's financial reporting and analytics strategy.
- Provides senior-level contribution for the design, development, architecture, and implementation of MIT Sloan's critical business intelligence applications; the design area includes dimensional data modeling, master data definition and quality, data auditing and profiling, business intelligence reporting solutions and dashboard solutions including linkages to planning and budgeting systems.
- Translates high-level business requirements into well thought-out solutions that meet MIT Sloan's business and technical needs as defined by the organizational leaders and stakeholders
- Will deliver reports and analytics that will aid key decisions by leadership
- Using Tableau, Cognos and other business intelligence (BI) or planning/budgeting tools develops and assists with building, debugging, and maintaining complex reports and dashboards
- Partners with MIT Sloan Office of Finance leadership team to address and identify financial reporting and analytical needs. This will be both prospective and retrospective in nature.
- Responsible for requirement gathering, writing functional specifications, system and data analysis, and support for implementation of MIT Sloan's key reporting and analytics to align with MIT Sloan's financial short-term and long-term strategic initiatives.

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- Makes recommendation to the Director, Financial Strategic Projects on business intelligence processes and best practices
  - Collaborates with Sloan Technology Services (STS), MIT's Data Warehouse team and Vice President of Finance (VPF) Office to achieve an understanding of the data used in order to develop reporting, planning, budgeting and analytics to meet the needs of MIT Sloan's Office of Finance
  - Collaborates with STS and the MIT Data Warehouse team in the construction and execution of test scenarios, including those applicable to the development, test, and production data warehouse environments
  - Identifies area of opportunity and creates action plans and project scopes to address analytical, planning, budgeting and reporting needs
  - Takes ownership for developing, documenting and maintaining repeatable processes for reporting and analytics
  - Will collaborate across MIT and the MIT Sloan community including but not limited to IS&T, DLCs, RD, Administrative Services, Degree Programs, Student Services, Centers & Initiatives as well as the Dean's Office as needed.

**Supervision Received:**

Will receive supervision from the Director, Financial Strategic Projects.

**Supervision Exercised:**

Will be responsible for leading various projects and collaborating across MIT Sloan units.

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- At least seven years of relevant experience in finance, reporting and analytics, including design and implementation of dimensional data modeling, and a bachelor's degree in Computer Science or equivalent technical discipline
- Ability to work with end users on Tableau and Cognos current and future reporting tool solutions. Ability to work with STS and the MIT data warehouse team to design and implement data modeling solutions to ensure that proposed solution meets user's needs and can be implemented with Tableau or Cognos solution set.
- Ability to work with end users and technical experts on planning and budgeting systems.
- Demonstrated report-building capabilities and experience defining and interpreting data models.
- Possess working knowledge and understanding of architectural frameworks and business solutions best practices
- Must possess strong business acumen and demonstrate strategic thinking
- Strong project management skills required including the ability to lead a project team, prioritize tasks and provide mentoring as needed
- Strong analytical, organizational, interpersonal, written and verbal communication, and effective presentation skills
- Ability to translate and simplify requirements with both technical and business teams
- Solid customer service orientation and the ability to bridge the gap between business and technology
- Ability to work with individuals at various levels across the Institute and externally
- Ability to collaborate and work effectively with others and function well as part of a team
- Ability to manage multiple projects and prioritize activity and promptly raise any obstacles
- Experience with data warehousing techniques, business intelligence tools and principles;



ERP systems like SAP, or Oracle; and business intelligence tools like Cognos, Tableau, Hyperion and BRIO.

*PREFERRED EDUCATION AND EXPERIENCE:*

- Master's degree and Higher Ed experience a plus
- At least seven years of experience defining and creating reports and dashboards within Tableau and Cognos strongly preferred.
- Experience implementing and maintaining planning and budgeting systems.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.