

Position Description



DRAFT

POSITION: Intern/Data Analyst

DATE: September 6, 2016

INCUMBENT: Not Applicable

ANALYST:

DEPARTMENT: BTS

APPROVAL: Lorna Scully

LOCATION: Paramus

Manager Approval: Verbal- Michael Salas/Joe Jacko/Corporate Scholars for 2017 Program

REPORTS TO: Lorna Scully

Summary:

- Assist the Database and Reporting team to turn data into information, information into insight and insight into business decisions. The data analyst will work closely with the team to perform requirements analysis and design, and development of analytics and reporting capabilities.

Dimensions:

- Work with the Database and Reporting team in writing documentation, testing, analysis and design of newly defined projects approved by the PGC.
- Work with the Database and Reporting team to interpret data, analyze results using statistical techniques and provide ongoing reports.
- Work on development of data collections systems and other strategies that optimize statistical efficiency and data quality.
- Produce status reports and project updates to project team.
- Interact and interface with internal and external parties
- No direct reports

Education/Equivalent:

- Pursuing undergraduate degree or recent graduate in Business focused on Computer Science or Information Services. Environmental Services education coupled with a technology focus will also be considered.

Work Experience Needed:

- Entry Level

Special Skills/Abilities Needed:

- Exposure to MS Office (Word, PowerPoint, Excel, Outlook).
- Analytical skills with the ability to collect, organize, and analyze significant amounts of data with attention to detail and accuracy.
- Someone that is self-motivated and is highly organized.
- Understanding of data models, database design, ETL and data mining.
- Understanding of reporting packages (Business Objects, Tableau etc), databases (SQL, Oracle, etc), programming (XML, Javascript, or ETL frameworks).
- Knowledge of statistics using statistical packages for analyzing large datasets.
- Adept at writing queries using SQL.

Nature & Scope-Principal Areas of Responsibilities:

- Assist the Database and Reporting team.

Essential Functions:

- Traditional office work activities.

This position description is intended for the purpose of evaluation and salary positioning and is not a contract setting forth the full scope of employment. The employer retains the right to deviate from the description at its discretion, without notice.

Responsibilities