

California State University, Fresno Foundation

ANALYST PROGRAMMER (REPORTING SPECIALIST) – ADVANCEMENT SERVICES

JOB ANNOUNCEMENT #18-979

POSITION SUMMARY:	<p>Full-time, benefited position with Advancement Services through the California State University, Fresno Foundation. This position will provide basic programming support in a fundraising database environment by preparing and addressing report requests for University Advancement.</p> <p>Under the supervision of the Systems Administrator, this position provides data analysis, report creation, user support, training and basic programming services in support of the enterprise database, Ellucian ADVANCE for the Division of University Advancement. This position will work in conjunction with other staff to build strong information systems and analytics support for all university fundraising, relationship development, events and engagement of boards, alumni, friends, faculty/staff, corporations and foundations.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Provide technical resources and day-to-day application support and reporting to support the University’s fundraising efforts. This position will design, develop, train and document reporting and support Ellucian Advance database users. With guidance from the Systems Administrator and senior programmer/analyst, typical duties include but are not limited to:</p> <ul style="list-style-type: none"> • Confer and document end users to determine specifications for data requests and reporting needs • Fulfill data requests for mailing lists, donor rolls, demographics and giving analyses • Participate in the thorough testing and validation efforts for deliverables such as reports, data lists and dashboards, ensuring timely and accurate results in a team environment • Perform duties that require high level of accuracy and attention to detail • Produce or support the production of standard, custom and audit reports • Provide data manipulation and reporting assistance to other departments as needed • Develop user guides and internal documentation • Perform complex data analysis to develop logical solutions to problems • Perform fundamental statistical analyses • Provide timely project status and issue reporting to management • Assist users by providing technical support and training related to Ellucian Advance • Recommend appropriate revisions to processes, procedures, and operations • Consider data stewardship and security in all activities • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>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.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree in Computer Science or related field OR working towards the completion of degree within six (6) months • Demonstrated proficiency in extracting data from and analyzing data in relational database systems • Minimum one (1) year experience in SQL • Minimum two (2) years experience in database report writing • Minimum of one (1) year experience software user support • Intermediate to expert level using Microsoft Excel • Proficiency using Microsoft Word and Access • Proficiency using a diagramming tool (i.e. Visio) • Experience documenting, developing and implementing of solutions to improve work flow as it relates to data collection, maintenance and reporting • Excellent written and verbal communication skills • Ability to communicate and listen effectively while utilizing discretion and

	<p>professionalism</p> <ul style="list-style-type: none"> • A history of regular attendance and positive performance evaluations • Highly skilled to perform duties that require accuracy and attention to detail • Willingness to work effectively with faculty, staff, donors or coworkers from diverse ethnic, cultural, and socio-economic backgrounds <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Documentation or user guide development experience • Experience in a higher education setting • Strong initiative to work independently and collaboratively in a fast-paced, complex environment to meet personal and team goals • Active interest in on-going professional development and skill enhancement to stay current with new technologies and job skills • Experience in the areas of constituent records, reporting and documentation, or gift processing in support of fundraising goals • Software training or user support experience <p>Preferred Specialized Systems</p> <ul style="list-style-type: none"> • Experience using constituent database software such as Ellucian Advance, Banner, Raiser’s Edge or Blackbaud CRM • Development of data visualizations and analytic tools, preferably in Tableau or OBIEE • Working knowledge of any computer language such as HTML, Microsoft Visual Studios, C# or Java • Experience developing reports in BI Publisher • Experience working in Unix environments using shell scripting • Experience using email marketing tools such as iModules or Constant Contact
COMPENSATION:	\$3,500.00 - 4,167.00 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins January 11, 2019; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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