



SQL REPORT WRITER/DEVELOPER

SUMMARY:

Using Oracle SQL Developer, the SQL Report Writer/Developer's primary responsibility is to gather requirements, design and develop reports. Meaningful reports will be based on end users' needs and precise translation of raw data. Reports will support University sponsored programs and fundraising strategies.

KEY RESPONSIBILITIES:

Facilitate diagnostic conversations to focus on and identify exact reporting needs and parameters to develop reports used for business decisions.

Review, analyze, and evaluate data to ensure the accuracy of the reports.

Work closely with the director to analyze report requests.

Identify patterns and opportunities to streamline.

Support ongoing assessment of the database records.

Make recommendations regarding data optimization and integrity.

Perform query tuning and analysis.

Document detailed report specifications.

Maintain data integrity, ongoing quality control and performance of delivered reports.

Identify training needs.

Perform related responsibilities as required or assigned.

REQUIRED QUALIFICATIONS:

- Proficient SQL skills.
- Ability to identify and clarify end users' needs related to report requests.
- Strong problem-solving and analytical skills with ability to understand data and research discrepancies between report output and end user expectations.
- Ability to utilize a variety of applications to combine data for final reports.
- Strong knowledge in data storage, data retrieval and manipulation methods of data in relational database architecture.
- Effective communication skills, both verbally and in writing.
- Ability to prioritize and multi-task project schedules.
- Meticulous attention to detail and accuracy.
- Ability to organize and document data.
- Ability to work independently and prioritize tasks to meet deadlines.
- Ability to learn new applications quickly.
- Proficient in MS Office.
- Ability to work in MS Teams.

Equivalent Education/Experience

- Bachelor's Degree in Information Systems, Computer Science, a closely related field, or equivalent combination of education and experience.
- Three years or more Report Developer experience using Oracle SQL preferred.

SALARY COMMENSURATE WITH EXPERIENCE.