



## JOB INFORMATION

Job Code:	185513
Job Title:	Data Visualization Specialist
FLSA Status:	Exempt
Supervisory:	
Job Family:	Business Data Analysis
Job Family Group:	Data Analysis
Management Level:	7 Individual Contributor

## JOB SUMMARY

Distills data into actionable, intuitive visualizations that drive informed, strategic business decisions. Ensures data integrity, and creates custom algorithms for automated visualizations, where applicable. Works with relevant stakeholders from all levels and across departments, divisions, schools, and/or the university, often supporting sensitive, high-priority projects with large impacts. Assists with administration, monitoring, and upgrades of data visualization software and tools.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	Business Administration

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	4 years	of experience in data visualization and/or information design, with proficiency or advanced knowledge of data visualization software.
	X	2 years	of management consulting experience.

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Advanced working knowledge of the Microsoft Suite specifically Excel and PowerPoint and the Adobe Creative Suite.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in data visualization and/or information design, creating clear, concise products (e.g., graphics, tables, maps).
X		Experience with and/or certification for data visualization tools (e.g., Tableau, Microsoft Power BI, Qlik) and methodologies.
X		Demonstrated experience creating high-volume databases for enterprise-grade solutions.
X		Experience working in cross-functional project teams and with large design efforts.
X		Proven, advanced data modeling and translation skills for high-performance physical database design.
X		Excellent organizational skills, able to set priorities and manage multiple projects.
X		Exemplary communication skills, able to develop positive working relationships and strong rapport with team members, and interact with a diverse community of colleagues and stakeholders.
	X	Proficiency in Adobe Illustrator, InDesign, and Acrobat Pro, and HTML 5, CSS 3, and Javascript coding languages.
	X	Demonstrated experience in publication design, animation, video editing, responsive and motion design, and/or related fields.
	X	Knowledge of virtualization techniques and technologies to facilitate the development of highly scalable, multi-tenant SaaS offerings.
	X	Demonstrated experience with office management communication software/tools (e.g. Google suite, Slack, Skype).
	X	Understanding of web fundamentals, development, and search-engine optimization (SEO) best practices.
	X	Experience in social media management.

## Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity.

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Produces and develops presentations of data, insights and recommendations beyond simple reporting of figures. Works with relevant stakeholders to develop advanced, in-depth visualizations that facilitate assured business decisions and monitoring. Employs storytelling techniques (e.g., static and interactive websites, printed illustrations, mobile interfaces), translating needs into logical data models supporting long-term solutions.				
Gathers large quantities of raw data, structured and unstructured, for statistical analysis and data modeling. Ensures data integrity, identifying gaps, errors, anomalies, and inconsistencies, cleaning and preparing as needed during all program/project stages. Defines data capture formats that enable useful, efficient analyses, and creates custom algorithms for automated visualizations (e.g., bar and flow charts), where applicable.				
Collaborates with relevant stakeholders (e.g., senior leadership, user-interface designers) to automate processes, conduct real-time system analysis, and builds visualization workflows with available and deployed software tools. Provides guidance to teams writing proposals and developing new programs. Assists others with final designs and layouts of presentations and publications, as directed/requested.				
Drives selection of data visualization tools, and the development of usage guidelines and best practices, maintaining currency with evolving technology and changes in relevant industries and/or fields. Creates standard templates and relevant coding for productions (e.g., maps, tables) as appropriate. Assists with administration, monitoring, and upgrades, and trains others on using self service software and templates.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.