



Director, Enterprise Data and Analytics Job Description

JOB INFORMATION

<i>Job Code:</i>	166281
<i>Job Title:</i>	Director, Enterprise Data and Analytics
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Network Operations
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Defines enterprise information strategy and governance to optimize the business intelligence and analytics value delivered to customers. Enables business insights to support the growth and operational effectiveness of a best-in-class, leading-edge organization that enables data-driven decision-making.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Computer Science	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Data Analytics	
	X	Master's degree		
	X	Master's degree	Computer Science	Or
	X	Master's degree	Business Administration	Or
	X	Master's degree	Data Analytics	

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years		And
X		8 years	in information technology, higher education, or other relevant industries.	And
X		3 years	in a management or leadership role.	
	X	12 years		And
	X	10 years	in information technology, higher education, or other relevant industries.	And
	X	5 years	in a management or leadership role.	

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		Extensive experience with leading enterprise data warehouse technologies and ETL technologies.
X		Experience with embedded reporting functions for Software-as-a-Service (SaaS) products (e.g., Workday).
X		Proven track record in establishing strong customer relationships and delivering consumer-focused solutions within a large IT enterprise.
X		Ability to anticipate customer needs and future and emerging technology trends, articulating a vision and strategy that motivates others to action.
X		Proven ability to interpret and apply pertinent policies, procedures, regulations, and requirements.
	X	Extensive experience with MySQL, Microsoft SQL, and Oracle databases, and with IBM Cognos and Tableau software.
	X	Experience with cloud data and data-management solutions from providers including Amazon Web Services, Microsoft Azure, and Informatica Cloud Services.
	X	Excellent organizational skills, able to set priorities and manage multiple projects.
	X	Exemplary communication and interpersonal skills, with the ability to present the business side of technical topics to non-technical audiences, and persuasively and effectively interact with various stakeholders and diverse individuals and groups.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Establishes and maintains trusted relationships with customers, partners, and relevant departments to build strategies that respond to the university's business vision, goals, and strategy. Contributes in cross-functional coordination, architecture discussions, and prioritization planning in a highly collaborative environment.				
Drives innovation and service and process improvements by designing and developing high-impact solutions through proof-of-concept development, business case development, feasibility analysis, and prototyping through delivery.				
Leads research and implementation of new and emerging technologies to expand analytics capabilities and deliver innovative tools. Provides vision and high-level direction for enterprise data and analytics within the larger context of university environments.				
Develops and manages a holistic strategy for delivering service quality and continuous service improvement. Works closely with relevant stakeholders to identify, implement and support cost-effective, leading solutions.				
Accountable for the development of team members by helping them set and achieve goals for their career growth. Drives best-in-class customer service to the university through effective team member engagement. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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 and/or recovery plans. Familiarity with those plans and regular training to implement those		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. The reporter must contact a designated agency immediately or as soon as practically possible by

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.