

EMPLOYMENT OPPORTUNITY

POSTED: FEBRUARY 19, 2008

TITLE: DATA WAREHOUSE INFORMATION SPECIALIST

DEPARTMENT: BUSINESS AFFAIRS

SUMMARY

Function: Implement and support the University data warehouse to improve administrative decision making: to create an environment that promotes financial stability and department reliability.

Scope: Work with a team from UT Austin to adapt data warehouse systems to UT Permian Basin. Responsible for improving dependability for financial and administrative records from the data warehouse; to provide individual attention to administrators and provide the resources required for financial activities; and to serve as the University community liaison in using the data warehouse, mainframe and other computer systems.

DUTIES

Typical: Implement, maintain, and modify University data warehouse system: to prepare, analyze, and maintain financial and administrative data and data systems for managerial decision making and regulatory reporting. To gather, store, analyze and provide access to data warehouse to assist users in making strong financial and business decisions; perform complex queries and analysis for University and departmental reporting. Trains groups and individual users on information use; visit offices, answer calls and help write system documentation for users of university data warehouse; work with university decision makers and groups for problem solving and development of database applications, critical management reports and information systems. Perform related duties as required.

SUPERVISION

Received: General instruction from the Vice President for Business Affairs.

EDUCATION

Required: Bachelor's degree

EXPERIENCE

Required: Some experience in related software application, accounting and /or financial field and familiarity with the use of mainframe and personal computers

Preferred: Experience with Cognos, DEFINE and /or POISE

WORKING CONDITIONS

Usual office/ some late evening work may be required / some travel for training and development.

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of §51.215 of the Texas Education Code, which authorizes the employer to obtain criminal history record information.

The University of Texas of the Permian Basin is an Equal Opportunity/Affirmative Action Employer

All interested and qualified applicants should submit a UTPB application to:

**Office of the Human Resources
4901 East University Boulevard
Odessa, TX 79762**