

## Job Description

<b>Position Title:</b>	Business Intelligence Manager		
<b>Business Unit:</b>	Information Technology	<b>Status:</b>	Full-Time Salary
<b>Reporting to:</b>	Assistant VP for Information and Technology Services	<b>Salary Range:</b>	\$57,000.00 - \$64,000.00

<b>Background:</b>	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
<b>Position:</b>	<p>The Business Intelligence Analyst serves as a steward of Southwestern Adventist University's data integrity and institutional insight, with a primary focus on designing, developing, and delivering modern business intelligence solutions. This position collects, analyzes, and interprets data to support decision-making across departments, enhance operational efficiency, and advance strategic goals. The role emphasizes the creation of actionable insights through Power BI dashboards, SQL queries, GraphQL integrations, AI-assisted tools (such as Claude), and interactive reporting solutions that empower university administrators and departmental users. Through diligence, precision, and ethical responsibility, the Business Intelligence Analyst helps transform institutional data into strategic understanding, fostering transparency, accountability, and continuous improvement.</p>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Design, develop, and maintain interactive Power BI dashboards and business intelligence solutions to support data-driven decision making for the Office of Institutional Research and Effectiveness (OIRE) and other university departments.</li> <li>• Interpret data, analyze results using statistical techniques, and provide ongoing reports and dashboards for the OIRE.</li> <li>• Develop and implement databases, data models, data collection systems, and analytics strategies that optimize statistical efficiency and data quality.</li> <li>• Write complex SQL queries, utilize GraphQL for data integration, and use tools such as Power Query to acquire, transform, and integrate data from primary and secondary</li> </ul>

	<p>sources while maintaining databases and data systems across campus on behalf of the OIRE.</p> <ul style="list-style-type: none"> <li>• Leverage AI resources (such as Claude) to enhance data analysis, automation, and insight generation.</li> <li>• Identify, analyze, and interpret trends or patterns in complex data sets and effectively communicate findings through clear reports and visualizations.</li> <li>• Locate and define new process improvement opportunities based on data analysis and provide guidance and training to OIRE and end users.</li> <li>• Support stakeholders by translating technical findings into actionable business insights.</li> <li>• Duties as assigned.</li> </ul>
<p><b>Primary Requirement:</b></p>	<p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p>
<p><b>Knowledge, Skills &amp; Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Proven working experience as a Business Intelligence Analyst or Data Analyst with strong expertise in Microsoft Power BI (including DAX measures, calculated columns, data modeling, and interactive dashboard development).</li> <li>• Bachelor’s degree in data analytics, computer science, statistics, or a related field or equivalent combination of education and experience (minimum 4+ years of relevant professional experience).</li> <li>• Advanced technical expertise in SQL, GraphQL, data modeling, data mining, segmentation techniques, and ETL processes.</li> <li>• Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with keen attention to detail and accuracy.</li> <li>• Proficiency in Power Query for data preparation and transformation, along with experience leveraging AI tools (such as Claude) for enhanced analytics and productivity.</li> <li>• Adept at writing queries, developing reports/dashboards, and presenting findings to both technical and non-technical audiences.</li> <li>• Ability to work independently while collaborating effectively with stakeholders across the university.</li> </ul>

<p><b>Work Conditions &amp; Environment:</b></p>	<p><b>Job Conditions:</b></p> <p><b>Occasional:</b> Working on weekends</p> <p><b>Environment:</b> Work is performed in a typical, climate-controlled professional office environment</p> <p><b>Work Hours:</b> Monday-Friday (40 hours/week)</p> <p><b>Physical Requirements:</b> Must be able to lift and carry up to 20 lbs. and perform physical tasks such as sitting, walking, typing, and standing for extended periods.</p> <p><i>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.</i></p>
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***This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.***

Southwestern Adventist University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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