



Data Analyst - Procurement

Position Classification: University Staff

Position Summary: Reporting to the Director of Procurement, the Data Analyst will extract and analyze spend data for goods and services purchased by the university to identify and predict spending trends and historical volumes; utilize established and emerging techniques to find consistent patterns and correlations that will assist the university's procurement process. Data analysis results will aid in analyzing vendor and contract performance levels, aid in developing favorable negotiation strategies and helping to identify future contracting opportunities that will achieve the greatest savings opportunities for the university. Develops, implements and maintains tools to extract and examine data from multiple internal, external, and/or non-traditional sources. The Analyst will serve the procurement department in the advancement of its annual objectives and strategic initiatives, with a particular focus providing data needed for informed decisions.

Primary job responsibilities include:

- Establish and provide analytics capability to assist the Procurement department with making data driven decisions related to procurement and financial matters. Conduct spend, price and trend analysis of data from the university's eProcurement system data and the university's ERP finance system. (40%)
- Mines data and analyzes data sets using multiple platforms (SQL, SAS, Microstrategy, etc.) (20%)
- Partner with other analytics professionals within the University's Finance Division and across the university to understand, adapt, and prepare data for use. (10%)
- Provide sophisticated but easy to understand analysis and reports based on data analysis. (20%)
- Develop customized presentations in narrative, visual, and/or oral form, for the appropriate stakeholder(s). (10%)

Required Qualifications

- Master's degree in a related field or a Bachelor's degree in a related field with significant experience or training.
- Proficiency in business intelligence/analytics tools (SQL, SAS, Microstrategy, etc.)
- Demonstrated experience working with complex data in a relational database environment.
- Excellent communication, critical thinking, interpersonal, and presentation skills.
- Advanced skills with current Microsoft Office software with expertise specifically with Excel.
- Success in building and maintaining customer relationships at multiple levels.
- Demonstrated ability to work professionally and effectively as a productive team and/or a committee member.

Preferred Qualifications

- Experience working in higher education at a public research university.
- An understanding of higher education eProcurement, ERP systems and architecture.
- Advanced degree or professional certification in a data analytics or business intelligence related field.
- Intermediate or advanced knowledge in the field of statistics.