



Example of Support Data Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of support data analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for support data analyst

- Provision of effective level one and two support for data analytics
- Logging, investigation and resolution support incidents
- Ownership and coordination of issue resolution, including incident management
- Delivering long term performance and stability management enhancements
- Release management and enforcement of appropriate segregation of duties
- Contribution to service delivery management and governance
- Defining and maintaining metrics
- Research and analyze historical data, develop models, compile information and provide recommendations to support proposal efforts
- Develop and maintain automated tools for monitoring and/or improving departmental or customer facing processes/systems
- Maintain reporting systems, programs, and plans

Qualifications for support data analyst

- Minimum of 5 years of progressively responsible experience as an analyst in a decision support or financial role, preferably within higher education
- Expertise with business intelligence tools, (e.g., Cognos, Business Objects, Tableau)
- Familiarity with ERP reporting solutions
- Proficiency in Microsoft Office suite, with a mastery of Excel
- Proficiency in visually displaying information

