

Position Number: D93943

Job Title: Systems Analyst

Department: University Advancement

FTE: 1.0 Benefits eligible

Job Type: Administrative, Unrepresented

Position Summary

The Systems Analyst is responsible for importing data into the constituent database, improving data quality, and aligning data management practices to support Portland State's fundraising and constituent relations. This position reports to the Director of Advancement Services. The primary clients of Advancement Services are the University's development and alumni relations staff.

Responsibilities

- Develop and execute data import processes; data audit processes; coding and field use; and data entry standards to improve data quality and align business practices in support of Portland State's fundraising and constituent relations.
- Conduct data imports, including maintaining an import calendar.
- Train, advise and maintain excellent relationships with staff to promote the use of constituent management systems and best practices in data management.
- As needed, produce segmented mailing lists, Telefund data files and other lists in a timely manner as requested by university staff.
- As needed, produce analytical reports, including campaign reports, to support data-driven fundraising by Portland State staff.
- Maintain strong relationships with the Office of Admissions, Registration, and Records; Human Resources; and other campus departments to coordinate efficient and timely data loads.
- Safeguard the confidentiality of constituent records, adhering to the Family Educational Rights and Privacy Act (FERPA) and the Association of Professional Researchers for Advancement (APRA) Code of Ethics.
- Other projects as assigned.

Required Qualifications

- One or more years of experience with SQL.
- Two or more years of experience working with relational databases.
- Excellent computer skills and knowledge of the Microsoft Office suite of products.
- Strong analytical abilities.
- Excellent organizational skills and ability to prioritize projects in a fast-paced work environment.
- Accurate and attentive to details.
- Flexible and self-directed.
- Good interpersonal skills and ability to work in a team with diverse individuals.
- Bachelor's degree or equivalent experience.

Preferred Qualifications

- Experience in a fundraising office and/or higher education administration.
- Experience with Agilon's ONE database.
- Experience with SQL.
- Deep appreciation for the mission of Portland State University.

Compensation

The starting annual salary rate for this position will be between \$40,000 and \$50,000, depending upon qualifications and experience, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

To Apply

Send cover letter, resume, and 3 references by email to devjobs@pdx.edu or by mail to:

Systems Analyst Search Committee
University Advancement
Portland State University
P.O. Box 751 – DEV
Portland, OR 97207-0751

About Portland State University

The largest and most diverse university in Oregon, Portland State has students enrolled from more than 90 countries. U.S. News & World Report ranks our community-based learning programs among the nation's best. PSU provides every student with opportunities to work with businesses, schools and organizations on real-world projects. The influence and reach of our research grows daily. Our MBA program is ranked 25th on a list of the Top 100 business schools in the world by the Aspen Institute, and we have achieved national rankings by the Princeton Review Guide to Green Colleges and Beyond Grey Pinstripes. Learn more about us by visiting <http://www.pdx.edu/insidepsu/>

About Portland

Portland is the largest city in Oregon. We are known for our environmental sustainability, microbreweries, bicycle culture, excellent restaurants, thriving music and art scene, plentiful outdoor recreation opportunities, and our beautiful setting at the confluence of the Columbia and Willamette rivers. Portland is a great place to live and work, and Portland State is right in the heart of downtown.