# Business Intelligence Specialist

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**Job Number:** REQ_0000072990

**Approval of remote and hybrid work is not guaranteed regardless of work location. For additional information on remote work at Penn State, see Notice to Out of State Applicants.**

**POSITION SPECIFICS**

The Office of Physical Plant (OPP) at Penn State is seeking a **Business Intelligence Specialist** to lead and advance business intelligence systems that inform strategic decision-making and operational excellence across one of the University's largest and most complex

organizations.

Reporting to the Director of Strategic Programs, this position partners closely with leaders across OPP (including the Director of Operational Technology) to design, implement, and sustain a comprehensive business intelligence framework that leverages data to improve performance, resource allocation, and service delivery.

As a member of the OPP team, the successful candidate will embody Penn State's commitment to diversity, equity, inclusion, and sustainability, and actively contribute to fostering an inclusive workplace where all employees thrive.

The location of this position is hybrid and can operate in a hybrid model of both in-person and remote. Standard working hours are in the Eastern Time Zone. Candidates must be able to work in the US without sponsorship.

**Key Responsibilities**

- Lead the design, development, and maintenance of business intelligence (BI) systems, dashboards, and performance metrics to support OPP's strategic and operational goals.
- Collaborate with internal stakeholders to identify key performance indicators (KPIs) and data requirements aligned with OPP's mission, strategic plan, and University initiatives.
- Integrate and maintain data connections to OPP and University enterprise systems, including Maximo, Trimble Unity Construct, LionSpace FIS, and Workday.
- Develop and maintain data models, reporting frameworks, and visualization tools using Microsoft Power BI, Microsoft Fabric, SQL, and Smartsheet.
- Conduct statistical analysis, forecasting, and scenario modeling to support budget planning, operational optimization, and long-term capital planning.
- Design and publish standard and ad hoc reports for leadership and key stakeholders across Finance & Business and the Commonwealth Campuses.
- Develop and document business process maps, ensuring data integrity and consistency across systems.
- Administer Smartsheet access, coordinate functionality enhancements, and serve as liaison between OPP users and system administrators.
- Research and implement emerging technologies-including AI-driven analytics, Power Automate, and Power Apps-to streamline workflows and improve insight delivery.

- Provide training, consultation, and technical guidance to users and managers to strengthen data literacy and BI adoption across OPP.
- Participate in continuous improvement and change management initiatives supporting OPP's "Cutting the Red Tape" and "Optimized Service Teams" (OST) initiatives.

**Knowledge and Skills Preferred:**

- Demonstrated proficiency in Power BI, Microsoft Fabric, SQL Developer, Excel, and Smartsheet.
- Experience integrating multiple enterprise systems and developing cross-platform data solutions.
- Strong analytical, communication, and problem-solving skills, with the ability to translate data into actionable insights.
- Proven ability to work independently, manage multiple priorities, and engage collaboratively with diverse teams.

**Preferred Qualifications:**

- Experience in higher education or large-scale facilities management environments.
- Six or more years of progressively responsible experience in business intelligence, project management, data analytics, or enterprise data management preferred.
- Familiarity with Power Automate, Power Apps, and AI-based business process automation.
- Advanced data visualization and storytelling skills that support executive-level decision-making.

**MINIMUM EDUCATION, WORK EXPERIENCE & REQUIRED CERTIFICATIONS**

Master's Degree
6+ years of relevant experience; or an equivalent combination of education and experience accepted
Required Certifications:
None

**BACKGROUND CHECKS/CLEARANCES**

Employment with the University will require successful completion of background check(s) in accordance with University policies.
Penn State does not sponsor or take over sponsorship of a staff employment Visa.
Applicants must be authorized to work in the U.S.

## SALARY & BENEFITS

The salary range for this position, including all possible grades, is $86,300.00 - $129,500.00.
Salary Structure - Information on Penn State's salary structure

Penn State provides a competitive benefits package for full-time employees designed to support both personal and professional well-being. In addition to comprehensive medical, dental, and vision coverage, employees enjoy robust retirement plans and substantial paid time off which includes holidays, vacation and sick time. One of the standout benefits is the generous 75% tuition discount, available to employees as well as eligible spouses and children. For more detailed information, please visit our Benefits Page.

## CAMPUS SECURITY CRIME STATISTICS

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Pennsylvania Act of 1988, Penn State publishes a combined Annual Security and Annual Fire Safety Report (ASR). The ASR includes crime statistics and institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The ASR is available for review here.

## EEO IS THE LAW

Penn State is an equal opportunity employer and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact 814-865-1473.

The Pennsylvania State University is committed to and accountable for advancing equity, respect, and belonging. We embrace individual uniqueness, as well as a culture of belonging that supports equity initiatives, leverages the educational and institutional benefits of inclusion in society, and provides opportunities for engagement intended to help all members of the community thrive. We value belonging as a core strength and an essential element of the university's teaching, research, and service mission.
Federal Contractors Labor Law Poster

PA State Labor Law Poster

Penn State Policies

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Hotlines

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, sexual orientation, gender identify, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact 814-865-1473.

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