Associate Director - BI Reporting/Operational Development

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Salary: $82,363.00 - $96,897.00 Annually
Job Type: FT Exempt Salaried Staff
Job Number: FY2605693
Closing: Continuous
Location: DX Building
Division: VP Digital Transformation/CIO

Position Announcement

Utah Valley University is seeking an **Associate Director of Business Intelligence Development & Operational Reporting** to lead a talented BI team and guide the delivery of enterprise analytics, dashboards, and reporting that support institutional decision-making and student success. This role blends people-centered leadership with hands-on technical direction in a collaborative, mission-driven environment.

Summary of Responsibilities

- Provides escalated support to campus data analysts and consumers. Effectively manages large-scale, high-impact projects that involve departments outside of the BIRS team to meet commitments in time to delivery and features. Effectively manages team resources, identifying ways the BIRS team can improve its processes and maximize resources. Oversees external contractors/developers as needed. Continuously monitors development procedures to improve efficiency, effectiveness, and usability of delivered BI solutions. Documents and maintains procedures so that they are transparent to university data analysts and assessed on a regular basis for current validity. Ensures that university assets such as code, business intelligence and data products, business metadata, and associated documentation meet data retention rules and data governance protocols.
- Leads a team of highly skilled and efficient BI developers. Supports team members individually and collectively so they can meet reasonable milestones, experience professional growth in their roles, and act as the university's subject matter experts on business intelligence development and data.
- Prioritizes and scopes projects for business intelligence solutions across the BIRS team, working with stakeholders, the director, and Dx leadership. Monitors BIRS team capacity, adjusting where necessary to meet deadlines and ensure focus on the highest priority projects for the university. Leads weekly BIRS department meetings for project accountability stand-ups, work sessions, and project planning.
- Supports university data literacy, data analysis, and artificial intelligence capabilities by developing training plans and procedures for new business intelligence analysts across the university. Leads department and university training sessions on technical business intelligence tools and topics.

Qualifications / Licenses / Certifications

Bachelor's degree in a relevant field such as business administration, computer science, or statistics with at least three years of experience in a related field **OR** a bachelor's degree with at least five years of experience in a related field.

Preferred Qualifications:
Master's degree in a relevant field such as business administration, computer science, or statistics with at least three years of experience in a related field **OR** a master's degree with at least five years of experience in a related field.

Knowledge / Skills / Abilities

Knowledge

- Advanced knowledge and understanding of the different types of business intelligence tools available in the market, their features, and capabilities.

- Advanced knowledge of BI technologies such as ETL, data warehousing, reporting, analytics, data visualization, and artificial intelligence. Knowledge of predictive and prescriptive analytics.
- Advanced knowledge of data management principles, including data quality, data profiling, data integration, data modeling, data mapping, and data governance.
- Experience in using data intelligence tools to catalog metadata, following a mature data governance model, and employing techniques and procedures to ensure data quality and appropriate publication of business intelligence assets.
- Advanced understanding of database management systems and principles, including using relational databases, NoSQL databases, and data warehouses.
- Advanced knowledge of SQL programming, data modeling techniques, and database design.
- Knowledge of project management methodologies and tools, including Agile, Scrum, Waterfall, and PMBOK.
- Experience in planning, executing, monitoring, and controlling projects. Expert knowledge of data visualization tools and languages such as Tableau, Power BI / DAX, and QlikView.
- Strong understanding of data integration, ETL (Extract, Transform, Load) processes, and data warehousing.
- Familiarity with Big Data technologies like Hadoop, Spark, or similar is a plus.
- Experience in machine learning or AI solutions in the context of BI is beneficial.
- Excellent understanding of higher education and the key performance indicators (KPIs) that measure success for students and key functional areas or divisions.
- Knowledge of the operational aspects of a large, public higher education institution is beneficial.
- Understanding of the ethical issues related to data and analytics. Knowledge of data privacy and security policies and laws, especially in relation to higher education.
- Understanding of the compliance obligations of a higher education institution, specifically in the areas of federal, state, and grant reporting.
- Knowledge of coaching, mentoring, and performance management techniques.

Skills

- Excellent leadership and team management skills, with the ability to lead cross-functional teams.
- Strong communication skills to translate complex data insights into actionable business strategies by conveying complex information in a simple, easy-to-understand manner. Strategic thinking with a focus on driving project and product outcomes through data-informed decision-making.
- Proficiency in SQL, Python, or R for data manipulation and analytics. Advanced skill in using business intelligence tools to provide insights and tell data stories. Demonstrated experience in using advanced, cloud-based data platform environments, such as Microsoft Azure Synapse and related tools.

- Strong coaching and interpersonal skills, especially in change management, team leadership, and motivation.

Abilities

- Ability to communicate effectively with stakeholders, team members, and senior leadership.
- Demonstrated ability to lead and manage a team of developers, analysts, student interns, and other professionals to achieve excellent results with care and demonstrate accountability.
- Ability to analyze data and present insights visually in a way that clearly communicates a story to an audience.
- Ability to independently stay up-to-date with the latest trends and advancements in BI technology, and then to share key learnings through coaching and training opportunities.
- Knowledge of industry publications, conferences, and seminars.

EEO Statement:

UVU employment decisions are made on the basis of an applicant's qualifications and ability to perform the job without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law.

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