



Job Description

**Graduate Analyst
Student Information Systems (SIS)
SIS Graduate Recruitment Programme
Office of the Vice-President Academic Affairs
2 Year Fixed Term Contract**

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2017-2022, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Programme has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational excellence. The SIS project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change. A Project Management Office has been established to co-ordinate and lead delivery, financial, resource and risk management working closely with Programme Delivery Work Streams and solution providers.

SIS will consolidate and modernise multiple legacy student information systems into one, integrated software solution. It will include all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

The key objectives of the SIS Programme are as follows:

1. Reimagine our academic-related processes, optimising the technology we have acquired, to achieve excellence in service
2. Optimise the efficiency and effectiveness of our academic-related processes
3. Adopt a fully integrated approach to student information, enabling the seamless interoperability of data, in line with emerging standards
4. Significantly enhance customer service interfaces for students and staff
5. Exceed the expectations of our digitally literate students regarding mobile, internet applications and social media functionality
6. Replace, as appropriate, stand-alone systems which have been implemented across the University, to address some student information deficits
7. Seamlessly enable multiple, varied modes of curriculum delivery, ensuring that requirements associated with evolving, future commercial models and related modes of delivery can be met.

The Programme will play a pivotal role in enabling Dublin City University to transform how we operate as a University and how students will interact with us.

SIS Graduate Development Programme

To help us meet our objectives we are now seeking to recruit a number of Graduate Analysts to join our two-year Graduate Development Programme. Participants will work in the areas of data quality, data migration, and data reporting. Learning vital skills in a fast-paced and dynamic project environment, Graduate Analysts will be provided with a development pathway that will include learning 'on the job', formal certifications, and development from a dedicated mentor on the SIS programme. Participants will have exposure to the wider SIS programme and get an opportunity to be part of DCU's Transformational Journey.

Formal training certifications and development opportunities will include:

- Data Migration Software, Talend Studio
- Certification in Power BI
- Prince II Certification
- MS CRM certification
- Argos eVisions training
- Development in key capabilities including communications, project management and organisational skills.

Main Duties and Responsibilities

- Work in collaboration with team colleagues to gather business user requirements for data migration for a large and complex IT systems development project
- Build reports and dashboards, to provide impactful business user insights through operational and management reporting
- Work with the senior colleagues to translate business requirements into technical specifications.
- Working collaboratively to ensure that data structure for reporting is of a high standard, and aligned to strong data governance principles
- Ensure data mapping across databases applies strong data governance procedures
- Support the development and implementation of data models, data security principles and data governance processes
- Use data cleansing tools to ensure legacy data is appropriately structured, working with colleagues to ensure strong data architecture
- Collaborate with Programme and operational colleagues to ensure data validation on legacy IT systems
- Perform source system data analysis in order to manage source to target data mapping
- Collaborate in designing, planning and managing the data migration process
- Perform data migration tasks including: audit, reconciliation, exception reporting and testing
- Identify and monitor potential risks and impacts as part of the data migration.

Applicant Requirements

- Postgraduate Masters in Computing
- Excellent collaboration skills with an ability to take ownership and deliver key tasks
- Analytical and problem-solving skills
- Planning and organisational skills with the ability to manage-workload, deliver to deadlines and prioritise in an uncertain environment
- Ability to communicate effectively and present to a group
- Skilled in using data visualisation tools and experience in building SQL queries
- Knowledge of scripting languages such as Python an advantage
- Practical experience in handling data such as spreadsheets and CSV
- Comfortable with working with data schema and database structures
- Understanding of the importance of data security and data protection, including GDPR
- Understanding of the principles of data quality (including: different data types, character sets, encoding of data)
- Willingness to learn new skills and use of solutions (eg Talend Studio, Argos eVisions, Microsoft Power BI).

Essential Training

Successful applicants will be required to undertake essential training in project management methodology, change management, stakeholder engagement, GDPR and Compliance. Other training may need to be undertaken.