



POSITION DESCRIPTION

Position: Data Analyst (Temp)
Department: Compliance and Enforcement
Location: Washington, DC
Reports to: Senior Director, Global Internet and Data Analytics

Summary:

BSA | The Software Alliance is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life. With headquarters in Washington, DC and operations in more than 60 countries, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

The Data Analyst (Temp) will support data analytics and reporting efforts at BSA. This includes extraction, transformation, integration and loading of data into data systems, as well as the use of reporting tools to respond to ongoing requests for data from senior management. The Data Analyst (Temp) will also collaborate on projects such as the operation and updating of BSA's Data Warehouse, comparing and de-duplicating data-sets, automating reports using SQL Server, and generating reports using reporting visualization tools (such as Microsoft's Power BI tool). The Data Analyst (Temp) will report to the Senior Director, Global Internet and Data Analytics and will work closely with BSA's Senior Data Analyst on day-to-day activities.

Candidates must be able to work fifteen to eighteen (15 -18) hours per week, and will require a flexible, coordinated schedule with another temp with whom they will share a workspace.

Professional Experience and Qualifications:

- Graduates or students currently enrolled in an undergraduate or graduate program in business discipline such as Finance, Business Administration or Economics. Graduates or students enrolled in a computer science or computer programming are also welcome to apply.
- Familiar with MS Office (Word, Excel, Access, PowerPoint).
- Proficiency working with spreadsheets, graphics, and databases.
- Experience manipulating and cleaning datasets.
- Proficiency with vlookups and pivot tables in Excel is a strong plus.
- Experience with relational database structures (SQL Server) and reporting tools (Tableau, Power BI, etc.) is a plus.
- Experience with workflow management and tracking tools such as Microsoft Planner, Microsoft StaffHub, and JIRA, a plus.

- Comfortable working in a team environment.
- Must be able to work 15 – 18 hours per week.

Key Responsibilities:

- Prepare reports, including summary reports, and analyze BSA's historical and current data related to case metrics.
- Provide ongoing support to respond to data requests from BSA management and member companies.
- Support the annual budgeting process, ad-hoc financial analyses, and board/planning meetings by incorporating BSA financial data with enforcement data.
- Provide general support for BSA's End-User Enforcement and Global Internet Enforcement Departments (e.g., preparation of reports on enforcement activities as needed, etc.).
- Document data process and reports.
- Update data visualizations and interactive reports using Power BI.
- Assist with special projects, as requested.

How to Apply:

To apply for this position, please submit your resume and cover letter to careers-americas@bsa.org. Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We offer competitive, comprehensive benefits and a collaborative, engaging work environment that encourages innovation and rewards creativity.

Thank you for your interest in career opportunities at BSA | The Software Alliance.

Posting Date: February 6, 2018