

Dallas International University (DIU)

SSRS Projects Specialist Job Description

Part-time Position

Job Summary:

The SSRS Projects Specialist analyzes and converts old database reports in Campus Café into Microsoft SQL Server Reporting Services (SSRS) reports. This person will also write new reports in SSRS according to the needs of a few DIU departments.

Authority:

The SSRS Projects Specialist is appointed by the IT Director and is responsible to the IT Director. The area of authority is in SSRS within Campus Café.

Responsibilities:

- Convert old Crystal Reports into SSRS reports
- Communicate with various departments to design new reports
- Create new SSRS reports

Required Knowledge, Skills and Abilities

- SSRS Certification helpful, but not required
- Database programming experience
- Good at figuring out which functions are needed for a given task
- Good communication
- Trustworthy with sensitive information

Education and Experience

- Some knowledge of Crystal reports would be beneficial, but not required.
- SSRS Certification preferred, but not required
- Database programming experience