DEPARTMENT: Information Services
STATUS: Temporary
EXPOSURE RISK: Category III
SALARY GRADE: 18
REPORTS TO: Senior ETL Developer
SUPERVISES: N/A

GENERAL JOB FUNCTION

As a member of the information services team, this position will assist with creation and deployment of SQL server databases, reports, power bi dashboards, and other data projects. Apply knowledge, interest and passion of computer programming, data mining, writing SQL queries and their integrated development environments (IDE's). Learn how to write and deploy SQL code, reports and models while gaining a full understanding of the SQL server stack, Power BI and Microsoft Visual Studio. Apply knowledge and learning to execute set up of a back end test environment for data projects and develop reports to track requested information. Align daily activities with the strategic and operational goals of the organization.

JOB DUTIES AND RESPONSIBILITIES

Learn and execute thorough design and development of SQL code for reporting functionality using SSIS and the SSRS platforms.

1. Assist in the creation and deployment of SQL server databases, reports, power bi dashboards, and other data projects.
   - Design, write code and perform usability/functionality testing in response to end user requests
   - Learn software and program best practices
   - Setup a test environment for SQL Server development by deploying code to a server
2. Support and troubleshoot production systems as required to optimize performance, resolve production problems and provide timely follow-up on issues.
3. Develop query methods on SQL Server databases and analysis cubes using SQL, DAX, and MDX.
4. Deliver Modern BI analytics & report visualizations using Power BI, SSRS, Power Pivot, Excel automations
5. Document data models and key artifacts in currency with corporate governance and standards

Observe and practice professional end user presentation and communication of report findings and information.

1. Develop an understanding of report findings and how to alignment with operational objectives.
2. Learn how to ensure communication of report findings is understood by team members.
3. Practice clearly defining appropriate report findings for dissemination to relevant audiences.
4. Execute adding new components to LifeSource's automated data system monitors.

Participate in ensuring thorough, accurate and quality documentation of Information Services processes and procedures.

1. Produce high-quality Information Services processes and procedures documentation that meets applicable standards and is appropriate for its intended audience.
2. Modify existing documentation for additional features or enhancements.
3. Partner with internal teams to obtain an in-depth understanding of the process or procedure for documentation.

STANDARD RESPONSIBILITIES

1. Perform work while demonstrating a commitment to excellence and performance improvement.

2. Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
5. Routinely share feedback, solutions and ideas to leadership, including identification of training needs.
6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
8. Demonstrate LifeSource Values in work behaviors and actions.
9. Actively participate on assigned committees, work groups and project teams.
10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
11. Perform other duties as required and assigned by leader.

QUALIFICATIONS
1. Requires education toward or achievement of Computer Science, Software Engineering or related degree program. May apply internship credits from this role towards achievement of certificate/degree.
2. Previous programming experience and "back end" data development understanding preferred.
3. Prefer previous experience writing SQL Queries and some experience with an IDE.
4. Demonstrated ability to exhibit a high degree of quality and meticulous attention to detail with database management and reporting capabilities.
5. Strong written and verbal communication and collaboration skills are essential.
6. Proven effective at establishing rapport and working relationships with peers, customers and vendors.
7. Ability to take initiative, establish priorities, problem solve and function independently and as a member of a team.
8. Must be organized, have excellent critical thinking and analytical skills. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.
9. Strong working knowledge of Microsoft Office applications.
10. Proven skilled and competent in using technology-based tools such as personal computers and related software, mobile devices and electronic medical record systems as appropriate for position.

SCHEDULE/PHYSICAL REQUIREMENTS
1. Around 30 hours per week, Monday – Friday standard business hours, with schedule adjusted to accommodate organizational requirements.
2. Affected team member in Category III never or rarely have exposure to bloodborne pathogens and do not have a potential for this exposure or handle materials that could spread infection (less than one opportunity per month). Additionally, they rarely interact with staff in patient or donor areas in a hospital or clinic setting while performing their assigned job duties.
3. Ability to lift and carry up to 20 pounds occasionally.
4. Must be able to follow and successfully complete category immunization, health screening and background check requirements.

Team Member Statement of Acknowledgement and Understanding
Acknowledgement of this job description is performed electronically via Q-Pulse—the LifeSource document control system. A team member's electronic signature will represent the following statement of understanding:

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. Additionally, I understand the general description of the expectations related to work hours and absences, attached herein, are subject to change based on department and organizational requirements. I understand that LifeSource has the right to revise this job description at any time.

The following is a general description of the expectations related to work hours and absences. This is subject to change based on department and organizational requirements.

POSITION EXPECTATIONS

Job Title: SQL Database Intern
Reports To: ETL Developer
Exemption Status: Non-exempt

WORK

Work Day: Standard office hours – can vary
Hours: Flexible within standard office hours; anticipate 30-40
Lunch/Breaks: yes
Overtime: Not anticipated
On-Call: No
Flexible Hours: Yes
Flexible Location: No
Weekends: As needed
Travel: Local
Mandatory Meetings: N/A
Shift Relief: N/A

ABSENCE

Planned Absence *(Vacation, Holiday, Leave of Absence, etc.)*
    Short-term:
    Long-term:
Unplanned Absence *(Injury, Illness, Leave of Absence, etc.)*
    Short-term:
    Long-term:

COMMENTS