Job Description: Data Engineer

Reports To: Senior Integration Service Manager	**Effective Date:** April 1, 2024
FLSA Status (check ONLY one): ☒ Exempt (a/k/a "salaried" - not overtime eligible) ☐ Non-Exempt Full-time (a/k/a "hourly" - overtime eligible) ☐ Non-Exempt Part-time (a/k/a "hourly" - overtime eligible)	**Location (check one & complete):** ☒ Remote: Incumbent must reside in states where INTO currently operates ☐ On Site (Identify): _____
INTO Pay Band (Choose one): ☐ A, ☐ B, ☐ C, ☐ D, ☐ E, ☐ F ☐ G	

INTO Company Background / Mission / People Promise

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimate to life on a US university campus and prepare for long-term academic success. INTO helps leading higher education institutions reach, recruit, and retain international students, promoting globally diverse campuses and providing life-changing learning opportunities. Since 2006, INTO has launched partnerships to internationalize over 20 universities in the US, UK and Australia.

Our Mission: Transforming international student academic and career success through exceptional university partnerships.

Our People Promise: We Grow Together
At INTO, we're in the business of growth. From school to university. From home to somewhere new. From dreams to career plans to long-awaited first days. And we believe growth isn't just for students – it's for our people too.

At INTO, growth means opportunities to feed your curiosity, to develop your skills and your career. It means staying true to our start-up soul, boldly saying "yes" and constructively saying "no". It means building deeper relationships. And it means playing your part in our wonderfully diverse international community. Our dedication to growth – for students, our university partners and agents, for each other, and for ourselves – sets us apart. It's what makes INTO a uniquely rewarding place to be, and to make a difference.

At INTO, we grow together.

Job Overview
As a member of the INTO North America team, the Data Engineer will be responsible for for developing and maintaining data system integrations between INTO and various university partners. They will develop, enhance, and maintain these various integrations and other automated business processes. This is an exciting opportunity to work with cutting-edge technologies and contribute to an innovative work environment.

Key Responsibilities
This is a valued role in a growing, dynamic organization. As such, the responsibilities of the position may change over time and currently include the following:

- Design, develop, and maintain data system integrations / Extract-Transform-Load (ETL) operations;
- Ensure data integrity and data quality standards are enforced;
- Partner with stakeholder teams across business functions (e.g. Operations, Finance, Enrollment) to draft clear and complete business requirements;

- Test and support all data solutions;
- Introduce and monitor effective process controls to proactively address issues;
- Troubleshoot issues related to data management and identify opportunities for improving the data management process;
- Author and update technical documentation.

This is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Nothing in this job description restricts INTO's right or authority to assign or reassign duties and responsibilities to this job at any time with or without advance notice.

Experience & Competencies

Essential:
- B.S. degree or equivalent experience and/or training in Computer Science (or related field), Information Systems, Statistics, Economics, or Mathematics
- Basic experience in information systems development and/or maintenance. Specifically, relational databases (ex. Oracle Database, Microsoft SQL Server, MySQL, PostgreSQL) and Extract-Transform-Load (ETL) programs/procedures (ex. Jitterbit Harmony, Oracle Warehouse Builder, Microsoft SQL Server Integration Services, CloverETL, Informatica, Azure Data Factory).
- Consistently demonstrate INTO's Values:
  - *Be Brave* – Consistent willingness to find ways to say "yes" and to say "no" with tact and diplomacy;
  - *Be Connected* – Highly skilled at collaboration and demonstrates unwavering support for the team environment;
  - *Be Better* – Continually exhibits a willingness to broaden one's horizons, seek learning and development opportunities, both large and small;
  - *Be Inclusive* – Routinely demonstrate respect for our cross-cultural environment; build relationships by recognizing and engaging all stakeholders;
  - *Be the Difference* – Strong commitment to students' and team members' wellbeing, create opportunities to support our students, team members & university partners in a meaningful way.

Desirable:
- 3+ years' experience writing queries and procedures in Microsoft SQL Server (v. 2008-).
- Basic experience using UiPath or other RPA-driven tools.
- Basic experience using Salesforce, Dynamics CRM, or other cloud-based information systems.
- Basic experience with Ellucian Banner Student (or similar SIS) and related academic systems such as Blackboard, Slate, etc.
- 3+ years' experience in software development (custom software solutions, web-based front-ends, etc.)
- Basic experience in information technology project management. Specifically, requirements assessment, scoping and resource estimations/planning, development and deployment timelines, and technical documentation.
- Basic experience with Agile methodologies and framework (Atlassian Jira, Confluence).
- Proven ability to multitask and work in a collaborative team environment and to work cooperatively with others.
- Willingness to arrange and coordinate occasional meetings with global team members outside of traditional time zone hours.

Compensation & Benefits

INTO offers a competitive compensation package that includes a comprehensive array of benefits to ensure our employees are well and thrive, including 11 paid holidays, generous PTO, employer contributions toward health insurance and retirement savings and more.

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Travel

Occasional domestic travel (1-2 times per year) will be required to support business needs. International travel is not required but there may be infrequent opportunities.

Working Conditions

The work environment is moderately sedentary and typical of general office conditions with regard to standing, sitting, walking and lifting; no adverse conditions. Fast paced work environment; flexibility to work hours as required due to changing business demands. Occasional overtime is required. All INTO locations are smoke, drug (regardless of legality) and alcohol-free workplaces.

EEO

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

California Residents: Please review our CCPA Notice.

Employee Acknowledgment:

I acknowledge that I have received this job description and understand that it is not a contract of employment. I understand I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

PRINT EMPLOYEE NAME: _____

_____

EMPLOYEE SIGNATURE   DATE