



POSITION DESCRIPTION

Title: Data Analyst
Reports To: Operations and Quality Coordinator
FLSA Status: Hourly

Key Objective:

This is an entry level position that supports the development and management of PHIX's technology and programs. The technology and programs that this position supports include data integrations with hospitals, clinics, laboratories, imaging centers, and other health and social service providers. This position will also support PHIX's various COVID19 focused initiatives and programs.

Key Responsibilities:

- Support PHIX's operations by running and managing various programs and technology.
- Work closely with PHIX's leadership and subject matter experts to determine the business needs for different programs and projects and document the requirements and processes.
- Other duties and responsibilities as assigned.

Qualifications:

- Able to learn in a fast-paced, team environment
- Student in computer science, engineering, business, health information technology, nursing, or related field.
- Ability to problem-solve and clearly communicate potential solutions.
- Ability to work on a team.

Competencies:

- Ability to prioritize and manage work against a plan.
- Flexible and responsible work ethic in order to achieve objectives.
- Comfortable in a team environment

Working Conditions:

- Occasional evening and weekend work may be required.
- Repetitive motion in the operation of a computer.
- Frequent sitting required, occasional standing, bending and stooping.
- Work conducted in office environment with occasional in-town travel.