

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

DATA ARCHITECT

FLSA STATUS: EXEMPT PAY GRADE: P-25

JOB FAMILY: INFORMATION TECHNOLOGY JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Data Architect expands the College's use of data as a strategic enabler of institutional goals and objectives. The Data Architect strategically designs, develops, and implements data models for enterprise-level applications and systems at the conceptual, logical, functional area, and application areas. This position serves as the primary advocate of data modeling methodologies and data processing best practices.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Oversees the mapping of data sources, data movement, interfaces, and analytics, and ensures data consistency and data quality. Develops and implements key components to create testing criteria to guarantee the fidelity and performance of data architecture.

Collaborates with project managers and unit leaders for all projects involving enterprise data. Ensures that project goals align with the overall enterprise data strategy and objectives.

Develops and implements processes for the identification, collection, and use of metadata. Establishes protocols and collaborates with stakeholders to ensure the accuracy and validity of metadata. Conducts metadata capacity planning, life cycle, duration, usage requirements, and other tasks.

Creates and maintains data architecture documentation and environment to maintain a current and accurate view of the larger data picture.

Develops data architecture vision, objectives, standards, and short-term tactical solutions in conjunction with data users, departments, and other key stakeholders. Determines the scalability, compatibility, and integration capabilities of various data tools within the context of existing infrastructure and budget constraints.

Develops, creates, refines, and promotes data management methodologies and standards aligned with the organization's goals and best practices. Develops and leads the implementation of strategies to promote and ensure the adoption of data management standards across the organization.

Selects and implements appropriate tools, software, applications, and systems to support data technology goals. Collaborates with Information Technology to select the best products or services to meet College goals and serves as liaison with vendors and service providers.

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Serves as a leader and advocate of data management, including coaching, training, and career development for staff. Designs and implements training and coaching programs to enhance staff skills in data management. Establishes career development and mentorship initiatives to support staff growth in the field of data management.

Identifies and develops opportunities and timelines for data reuse, migration, or retirement.

Provides data management expertise for enterprise level applications supporting student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the department director.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university in Information Technology, Computer Sciences, or a related field and three (3) years of related experience. Experience with data modeling tools, data integration, data warehousing, PL/SQL, and T-SQL.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited college or university in Information Technology, Computer Sciences, or a related field and five (5) years of related experience in information technology or institutional research. Experience with relational data structures, metadata management and associated practices, project management PeopleSoft, and Oracle Analytics Cloud.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment. Interpersonal

Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 5/12/25