



## HISPANIC SCHOLARSHIP FUND

**Position:** Data Architect  
**Reports to:** Chief Technology Officer  
**Location:** Gardena, CA

### Who We Are/What We Do

Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation's largest not-for-profit organization supporting Hispanic American higher education, HSF has awarded over \$500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit [HSF.net](http://HSF.net)

### Department Description

The Information Technology Department is responsible for establishing, monitoring, and maintaining information technology systems and services, as well as ensuring that all IT initiatives support HSF's goal of being the leading and most reputable non-profit organization in the US.

### Role Description

The Data Architect will report to our Chief Technology Officer. The Data Architect will be responsible for the cleaning, analysis, charting, reporting, and management of our enterprise data. This position combines hands on execution of analytical tasks, architectural support for projects that alter the data landscape, and high level strategic decision-making around the evolution of our data architecture.

### Job Requirements

- **General Duties - Essential Operations**
  - In partnership with users, define a future state data architecture to meet current and future organizational needs around the strategic and tactical uses of data
    - Logical and conceptual data models and data flowcharts
    - Master data definitions and ownership
    - Data cleansing practices and tools
    - Data replication and synchronization necessities, tools, schedules, and jobs/procedures
    - Train, empower and enable users to self-serve for most data access, analysis and reporting needs
  - Work with the leadership team to define a roadmap and drive the organization to the future state data architecture using program management discipline
    - Manage offshore development team, maintaining compliance with architectural standards
    - Manage relationships with users and meet evolving data access needs
    - Manage databases and interfaces for optimal performance
    - Execute projects that move the organization along the roadmap
  - Analyze structural data requirements for new software and applications
  - Define and manage security and backup procedures
  - Coordinate with other departments to identify future needs and requirements
  - Develop complex SQL queries to extract and transform unstructured data
  - Improve and refine data editing and standardization process
  - Assist users in visualization of data in order to explain, persuade and tell a story
  - Build models, leveraging basic data science techniques to help automate business processes
- **Additional Responsibilities**
  - Migrate data from legacy systems to new solutions
  - Ongoing Report Generation, analysis, and review of critical key performance indicators
  - Gather, transform, explore and analyze data across different sources
  - Partner with various team members to produce and deliver quality data outputs
  - Assist with additional projects and assignments, as requested

*Equal Opportunity Employer*

## Qualifications

- **Education/Experience**
  - BA, BS and/or MBA from an accredited University with emphasis in Computer Science, Mathematics, Statistics, Business Analysis, Management Information system, Computer Information Systems, or other relevant discipline(s)
  - 5+ years' experience in a role that impacts data architecture
  - Proven statistical analysis skills
  - Strong and extensive proficiency in Excel
  - Experience in building new Data Warehousing and ETL processes
  - Extensive experience in writing SQL queries, stored procedures and scripts
  - Experience transforming the data architecture of an organization
  - Working knowledge of data science fundamentals
    - Linear Regression
    - Statistical analysis
    - Predictive analytics
- **Fit With Professional Environment**
  - Ability to prioritize, handle multiple tasks/projects, juggle changing deadlines, provide structure to team, and meet tight deadlines
  - Capability to frame unstructured, complex, analytical problems
  - Ability to solve multiple problems at the same time
  - Ability to work in a start-up type of environment, where information is not always structured and/or routinely available
  - Ability to work in a small team environment and with all levels of staff and management
  - Ability to interact professionally with a diverse group of fellow team members, executives, managers, and subject matter experts
- **Professional Skills**
  - Excellent analytical skills
  - Effective and excellent communication: written, verbal, and interpersonal, including presentation skills
  - Outstanding organization skills, strong listening skills, and extreme attention to detail
  - Able to maintain confidentiality of work-related information and materials
  - Must be enthusiastic, self-motivated, and possess the ability to execute with minimal direction
  - Meticulous attention to detail, with an overall passion for continuous improvement
  - Innovative and creative, with a logical and methodical approach to problem solving
- **Additional Requirements**
  - Experience as a cross-functional team member
  - Flexible to work weekends and/or extended work days, as required

## Other Criteria

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires:

- Constant sitting or standing,
- Some walking around, and
- Occasionally lifting no more than 10 lbs.

To Apply: email resume & cover letter to [employment@hsf.net](mailto:employment@hsf.net)