

Human Resources Information Analyst
Embry-Riddle Aeronautical University

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Posted Nov. 27, 2019, expired Mar. 28, 2020

Job Title Human Resources Information Analyst

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Nov. 27, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Human Resources

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Job Description

Human Resources Information Analyst - (190696)

Description

Embry-Riddle Aeronautical University is now hiring a Human Resources Information Analyst. The HR Information Analyst is a key team member of the Human Resources department, serving as the primary functional representative for HR metrics, reporting, data integrity and analysis. This position works in partnership with Information Technology team members, translating business requirements into technical solutions and participating as a key resource and coordinator for system deployments and updates. The HR Information Analyst is highly analytical, detail-oriented, innovative, and resourceful. The analyst will creatively find solutions to departmental challenges and optimize business processes, which includes establishing and updating workflows within Workday Human Resources system. The analyst provides descriptive reporting, data visualization, and actionable analytics to

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broaden leadership's understanding of the workforce and inform decision-making.

The successful candidate has excellent communication skills and clearly explains complex concepts to stakeholders of various backgrounds. The HR Information Analyst remains curious and demonstrates initiative for providing meaningful information from disparate systems and reporting tools. This position utilizes entrepreneurial thinking in meeting challenges and has a passion for learning.

Adapting to shifting priorities is required. The Analyst supports the vision and core mission of the HR Department and as a key representative, focuses on positive interactions and effortless customer service with internal and external constituents.

Responsibilities include the following:

Provide leadership and expertise in data management reporting and system evolution that supports strategic decision making by the HR leadership team.

Serves as an overall functional subject matter expert on HR data and system projects in support of strategic business needs including system implementations, data migrations, system updates, troubleshooting current problems, etc. Provides expert level support for problem determination and resolution.

Translate the HR business needs into appropriate and optimal system configurations, and/or, work with University Information Technology to find suitable alternatives. Offers innovative solutions to working within the constraints of the environment.

Works collaboratively with the Human Resources Staff, Finance System Analysts and University Information Technology teams to configure, test and implement new functionality of the HRIS Cloud System.

Recommends process improvement strategies to Human Resources Leadership, and other HR functional units, in order to help them streamline their business processes or optimize their use of the enterprise system.

Maintains an extensive understanding of HRIS functions and related connections among those systems.

Collaborate with university constituents and academic functions as they are trying to leverage HRIS data and functionality; including reporting, data extracts, and integrations with other specialized technology systems.

Qualifications

Required Qualifications:

Bachelor's degree in Business, Human Resources, Business Intelligence, or related area of study.

Minimum of 3-5 years of work related experience.

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Strong working knowledge of enterprise HR systems and supportive business processes is required. Must be able to apply information maintained in HR systems to address organizational issues and questions.

Ability to analyze workforce data and identify relationships between and among datasets, drawing conclusions about the data.

Experience with large data sets and analyzing data from various sources.

Ability to develop and deliver briefings on complex or sensitive issues to leadership.

Personal and professional integrity, as well as confidence and credibility.

Ability to be service-oriented and customer-focused.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

.Ability to provide technical advice and information to HR staff.

Ability to multi-task and prioritize.

Strong attention to detail.

Ability to perform a complex task and to prioritize multiple assignments.

Strong analytical and problem-solving skills.

Familiarity with databases and data structure.

Preferred Qualifications:

Data analysis, data visualization, research methods, and ability to prepare analytic reports.

Advanced skills in MS Office (Word, Excel, and PowerPoint).

Workday knowledge, including report writing and workflow creation.

Higher Education HR experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact