

Principal Business Analyst Tufts University

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Posted Nov. 7, 2024, set to expire Mar. 22, 2025

Job Title	Principal Business Analyst
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21128?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts Technology Services (TTS) is a university-wide service organization committed to delivering technology solutions in support of Tufts' mission of teaching, learning, research, innovation, and sustainability. With staff across all of Tufts' campuses, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile community. We promote a collaborative, flexible work environment, embrace diversity and inclusion, and encourage personal and professional development. Learn more about TTS on our [website](#).

What You'll Do

To provide leadership and support to our Student Administrative partners. To determine the best ways to maximize utilization of features of the Student Information System to meet their business needs. To maximize the use of student data

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as an administrative and managerial tool at Tufts. The Principal Business Analyst works with business partners within several business functions to align technology solutions with business strategies. The candidate will demonstrate an informed knowledge of the student financials business area to resolve problems on an ongoing basis. Key responsibilities of this position include supporting several very complex business processes, working closely with users to understand their needs, translating those needs into technical and functional requirements documentation, and contributing to quality assurance and training initiatives. The Principal Business Analyst will serve as a project lead on large, complex projects from concept to completion. Will mentor and coach more junior level business analysts.

- Uses technology industry trends to assess and design new and future process improvements and changes within the client area.
- Contributes to strategic planning process by advising and working closely with stakeholders and senior leadership to ensure technology solutions and processes are aligned with business needs and organizational strategy while meeting client and university needs.
- Able to assemble and work seamlessly as part of a diverse interdisciplinary team. Sets a strong example by consistently demonstrating respect for others and actively soliciting alternative viewpoints and ideas in pursuit of technical solutions to meet customers' needs. Able to develop and explain requirement documentation so that staff can execute processes and solutions.
- Works concurrently and independently on multiple projects of varying size, scope, schedule, and complexity as both a team leader and team member.
- Stays current with new technology and ideas and applies knowledge productively to Tufts environment.
- Initiates, leads and serves as an active participant in brainstorming sessions with colleagues as a way to find new approaches to business challenges, leveraging existing functionality and resources to the greatest extent possible.
- Consistently contributes and welcomes pertinent ideas and feedback to improve the way systems, applications and services are designed, built, configured and provisioned, both strategically and tactically.
- Willing to step up and fill voids without being asked.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through completion of a Bachelor's Degree with 8-10 years relevant business work experience with in-depth knowledge of business operations and systems requirement processes.
- Demonstrated ability to work directly and independently with senior managers to accomplish goals and objectives.
- 7 years' experience with PeopleSoft Campus Solutions and/or PeopleSoft Financials.

Preferred Qualifications:

- 7 years' experience with other student-focused ERP application.
- 5-7 years' experience with SQL and advanced query solutions.
- Experience with third-party vendors such as CashNet, TouchNet, Slate, Higher One, Bank Mobile, and PowerFAIDS.
- Experience with PeopleSoft Finance GL processing.
- Job Scheduling familiarity, including the TIDAL product.



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Pay Range

Minimum \$103,950.00, Midpoint \$129,950.00, Maximum \$156,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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