

Data Analyst
University at Buffalo, The State University of New York

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Posted Nov. 15, 2024, set to expire Aug. 4, 2025

Job Title	Data Analyst
Department	Data Analytics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/54144
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) Data Analytics department within Enrollment Management seeks to hire a Data Analyst. In this position, you will support operational and strategic planning through data collection, analysis, and reporting of information about our unit, students, programs, and services. This position reports to the Assistant Director of Enrollment Analytics.

Key Duties and Responsibilities:

- Create, use, extract and manage data sets from various departments on and off campus, especially focusing on recruiting, admissions, and enrollment.
- Design, generate and produce standard and custom analytical reports and visualizations

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- summarizing transactional data and enrollment trends, presented for a non-technical audience.
- Utilize available programming tools in order to obtain data to inform tactical and strategic decision-making for leadership within Enrollment Management.
- Validate data between systems of record, correcting or advising responsible units of corrective actions required.
- Participate in Office of Admissions on-campus large scale recruiting events.
- Statistical research of higher education trends nationally and at the University at Buffalo.
- Interact with other IT professionals to ensure data integrity between systems.
- Assist users with understanding data collection and various available data elements.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Data Analytics department serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The **Data Analytics** department is responsible for producing integrated, comprehensive data reporting and analysis, to provide leadership with accurate high-quality information with which to make factually supported decisions in support of strategic goals.

The Enrollment Management area consists of the Arthur O. Eve Educational Opportunity Program, Data Analytics, Financial Aid, Graduate Enrollment Services, International Admissions & Recruitment, Marketing & Communications, Office of Admissions, Student Response Center located in 1Capen, and the office of the Vice Provost for Enrollment Management. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy. For further information, please visit our [website](#).

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's degree with 2 years of experience or a master's degree or professional certification with no experience. An equivalent combination of education and practical experience will be considered in lieu of the education requirement.
- Experience collecting, managing, analyzing, and reporting data.
- Experience creatively displaying data/information across multiple subject areas.
- Experience with tools such as Microsoft Office (Access, Excel), SQL Server, and Tableau.
- Strong working knowledge of MS Office applications including Word, Excel, and PowerPoint as well as visualization tools such as Tableau to deliver trusted analytics, reports, and related information products.
- Basic knowledge of research methods.
- Exceptional interpersonal communication abilities (both written and oral) exhibiting understanding, appreciation, and respect for all individuals in a diverse constituency.
- Superior organizational skills coupled with high attention to detail.
- Applicants must be currently authorized to work in the United States on a full-time basis.

Preferred Qualifications

- Higher education experience with student information systems regarding assessment of admissions and enrollment management.
- Knowledge of data management concepts, tools, issues, and environments such as relational

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databases, application development, data/statistical analysis, and model development.

- Understanding of SQL programming language and query development
- Experience with a customer relationship management tool or an admissions system (preferably Slate by Technolutions).

Contact Information

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

Contact

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