

**Business Analyst, MGT Administration Operations**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=249395>

Downloaded On: Jul. 26, 2025 9:44am

Posted Nov. 21, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Business Analyst, MGT Administration Operations
<b>Department</b>	MGT Administration Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 21, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54299">https://www.ubjobs.buffalo.edu/postings/54299</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The [School of Management \(SOM\)](#) is seeking a highly skilled and motivated **Business Analyst** to join our administrative operations team. This role will focus on bridging the gap between IT and business using data analytics to design, develop, and maintain comprehensive dashboards, analyses, reports, and datasets that help inform decision making. Reports and data visualizations will generate information and create reporting for career services, internal/external engagement, accreditation, rankings, assessment, curriculum, enrollment, finance, and other activities related to the School of Management. This position will need to assist users and stakeholders with understanding the data collection process and related uses. Effective communication skills and relationship development will be keys to success in this position.

This person will report to the Unit Business Officer and work proactively with internal campus

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personnel, including data custodians, the Office of Institutional Analytics, and internal SOM staff, to ensure seamless collaboration and effective data modeling and related reporting.

**Responsibilities include, but may not be limited to:**

- Collaborate with various stakeholders to understand and translate their needs into compelling stories through the use of University tools and systems.
- Project management approach to include preparing and maintaining a project charter, project plan, status reports, etc.
- Develop and present visualizations to address critical business questions and key performance metrics for non-technical audience.
- Create interactive dashboards with features like filtering and drill-down to enable insightful data exploration.
- Ensure data accuracy and integrity in all visualizations and analyses.
- Understanding of SQL programming language and query development.
- Knowledge of data management concepts, tools, issues, and environments such as relational databases, application development, data/statistical analysis, and model development.
- Manage inventory of databases, datasets, and other data sources related to faculty research needs.

***Learn more:***

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

**Minimum Qualifications**

- Bachelor's degree with 2 years of experience or master's degree or professional certification with no experience

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**Preferred Qualifications**

- A Bachelor's degree with one year of experience in the collection and analysis of statistical data.
- Professional experience in higher education is desirable.

**Contact Information**

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

**Contact**

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