

Student Systems Reporting Analyst, Registrar
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251305>

Downloaded On: Apr. 26, 2025 7:15am

Posted Jan. 9, 2025, set to expire Aug. 4, 2025

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| Job Title | Student Systems Reporting Analyst, Registrar |
| Department | Registrar |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Jan. 9, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Student Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/55121 |
| Apply By Email | |
| Job Description | |

Position Summary

The University at Buffalo (UB) [Registrar's Office](#) seeks to hire a **Student Systems Reporting Analyst**. This position requires a self-motivated, technically savvy team player to provide valuable support in creating reports and analyzing data for the Registrar's office and Academic Affairs. Strong technical skills and adaptability are necessary as the Analyst is responsible for report writing in an environment of complex, interconnected systems. This position will work with Office of the Registrar staff to identify needs surrounding reporting and data integrity in the PeopleSoft Student Information System (HUB). This position will also be responsible for processing system security requests for office systems. This position reports to the Associate Registrar/Associate Director, HUB & Student Systems Support.

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Student Records Reporting and Querying:

- Develop regular reports and queries for office, unit, and university use, both operationally and strategically, and provide data analysis as requested.
- Work with Office of the Registrar staff to develop reports and queries that will be used to support new and existing processes and projects such as ensuring that student records are maintained correctly, students are registered, transfer credits are awarded, and degree requirements are audited.
- Identify, create and maintain data integrity queries to ensure data completeness and accuracy for system processes.
- Provide data analysis as requested.
- Inform the office's approach to providing data and information to the campus.
- Work with the Office of Institutional Analysis and other reporting stakeholders on campus to consult on university reporting processes and to help develop reporting views as necessary.

HUB Security Requests:

- Responsible for the HUB and related systems' security process including ensuring completion of the Handling Data Safely course and provisioning accounts with the proper level of access for the user's role.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Registrar's office 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.

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The Office of the Registrar serves as the home for student academic records and related services. We preserve the integrity of the academic record and student data while providing high quality, student-centered services. We collaborate with others across the university to support the attainment of related university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment where we value and respect one another, and foster enjoyment of and pride in our work. There are many opportunities for professional development and participation on working groups and committees, as well as office activities and events.

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. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) 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.

Minimum Qualifications

Bachelor's degree with 2 years of professional experience in a reporting, data analysis, or business analyst role. Proven experience and knowledge of querying or reporting and competencies in the following areas:

- Strong interpersonal communication skills (written and verbal) with ability to communicate clearly and respectfully with diverse populations.
- Strong organizational skills with ability to prioritize work to meet deadlines.

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- Strong technological competence to learn and adapt to new applications and systems.
- Demonstrated proficiency in Microsoft Office Suite.
- Proficiency in running, modifying, and/or creating reports in Microsoft Access and/or SQL.
- Ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships.

Preferred Qualifications

- Experience working at UB or in higher education.
- Experience working with PeopleSoft Campus Solutions or other student information system.
- Experience working with Tableau or OBIEE

Contact Information

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

Contact

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