

**Data Analyst, Financial Aid  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=262255>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Aug. 4, 2026

**Job Title** Data Analyst, Financial Aid  
**Department** Financial Aid  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Sep. 9, 2025

**Application Deadline** 09/05/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Financial Aid

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**Job Description**

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**Data Analyst, Financial Aid**

**Position Information**

**Position Title:** Data Analyst, Financial Aid

**Department:** Financial Aid

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58863>

**Job Type:** Full-Time

**Posting Detail Information**

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### Position Summary

The University at Buffalo (UB) [Financial Aid](#) department within Enrollment Management seeks to hire a **Data Analyst**. In this position, you will support operational reporting and analytic needs of the Financial Aid Office. This position reports to the Associate Director for Systems and Funds Management.

### Key Duties and Responsibilities:

- Creation, management, and use of data sets utilized by the Financial Aid Office.
- Collaborate with university partners on shared initiatives and crossover data analysis.
- Create data queries within the PeopleSoft CRM to support daily processing functions.
- Develop recommendations and collaborate with leadership to determine data needs and to execute data requests.
- Verify program logic by preparing data for trial runs and by implementing tested changes.
- Serve as the primary contact for institutional and external survey requirements related to financial aid.
- Manage multiple cyclical processes related to the preparation, awarding and reconciliation of federal, state, and institutional financial aid funds.
- Assist in the configuration, testing and maintenance of the PeopleSoft CRM used to process financial aid.

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Work Hours: Monday - Friday 8:30 a.m. - 5:00 p.m. Evenings and weekends as needed based on department needs.

**About the Financial Aid Department** The mission of the University at Buffalos Financial Aid Office is to facilitate access to education, actively contributing to the recruitment and retention endeavors of the university. We are dedicated to fostering an inclusive environment by providing essential financial support to students. Our commitment extends to ensuring compliance with federal, state, and institutional regulations, thereby upholding the integrity and ethical standards of our financial assistance programs. Through these efforts, we aim to empower students to pursue their educational aspirations and contribute to the long-term success of our university community. For further information, please visit our [website](#).

### ***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**

- Bachelors degree with 2 years of professional work experience in a higher education environment. A combination of education and experience can be considered in lieu of the requirement.
- Knowledge of data management concepts, tools, issues, and environments such as database application development/SQL programming, data/statistical analysis, and model development.
- Experience collecting, managing, analyzing, and reporting data using software to organize, analyze, and visualize information and communicate findings.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Possess and display a high-level of customer service to all constituents.
- Applicants must be eligible to work within the United States in a full-time capacity without visa

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sponsorship. Please do not apply if you cannot satisfy this requirement.

**Preferred Qualifications**

- Higher education experience with student information systems in assessment of admissions and enrollment management.
- Working knowledge of Microsoft Access.
- Experience with a customer relationship management tool, or an admissions system (preferably Oracle PeopleSoft Campus Solutions).

**Physical Demands**

**Salary Range**

\$66,000 - \$76,000

**Special Instructions Summary**

**Is a background check required for this posting?**

No

**Contact Information**

**Contact's Name:** Brian Hines

**Contact's Pronouns:** He/him/his

**Contact's Title:** Human Resource Officer

**Contact's Email:** hines@buffalo.edu

**Contact's Phone:** 716-645-7751

**Posting Dates**

**Posted:** 09/05/2025

**Deadline for Applicants:**

**Date to be filled:**

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**Contact Information**

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

**Contact**

N/A

University at Buffalo

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