

Business Intelligence Manager Tufts University

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Posted Oct. 13, 2025, set to expire Feb. 23, 2026

Job Title	Business Intelligence Manager
Department	School of Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/22424?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Medicine is seeking a **Business Intelligence Manager** for a newly created role within the Office of the Dean's growing data and analytics function. This position will enhance the School's ability to leverage data in support of strategic planning, resource allocation, and institutional effectiveness. The Manager will deliver high-quality analysis, reporting, and data visualization to inform decision-making across a diverse academic and administrative landscape.

This role requires being on-site three days per week at Tufts' Boston Health Sciences campus.

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What You'll Do

The Business Intelligence Manager supports the exploration, development, implementation, and assessment of institutional initiatives through data analysis, reporting, and dashboard creation. This role gathers, synthesizes, and analyzes data from internal and external sources, providing context and insights to inform planning and decision-making. The Manager prepares visualizations and delivers presentations that clearly communicate complex data to diverse audiences.

Reporting to the Executive Associate Dean, the Business Intelligence Manager collaborates closely with the Senior Director of Administration and partners across the school and university, including research administration, enrollment management, budget and finance, IT, and institutional research.

Key Responsibilities include:

- **Data Collection & Organization:** Gather and synthesize current and historical data from internal and external sources, ensuring accuracy and relevance.
- **Collaboration:** Partner with colleagues across campus and in research administration to track and analyze the research portfolio.
- **Data Visualization:** Design and develop dashboards and presentations to communicate complex data, findings, and trends effectively.
- **Data Analysis:** Analyze data to provide context, benchmarking, and actionable insights that support strategic planning and decision-making. Apply best practices in data technologies and applications to collect, integrate, identify trends and patterns, and present business information in support of strategic initiatives.
- **Reporting:** Prepare detailed reports and presentations to share insights and recommendations with leadership and stakeholders.
- **Data Stewardship:** Maintain data quality through cleansing, deduplication, error reporting, and documentation (e.g., data definitions, report inventory, access/security protocols).
- **Special Projects:** Participate in special projects as assigned.

What We're Looking For

Application Instructions: To receive full consideration, interested individuals should apply online and include 1) resume 2) cover letter. *The cover letter should describe your qualifications for the role and highlight relevant experiences or accomplishments that support your candidacy, especially in areas such as data analysis, reporting, visualization, and strategic decision-making.*

Basic Requirements:

- Must be authorized to work in the United States. If you hold a visa, your visa status must permit employment at Tufts University.
- Bachelor's degree required; preferred fields include finance, mathematics, statistics, or computer science.
- Minimum of five years of experience in data analysis, including hands-on experience designing and developing reports and dashboards.

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- Demonstrated ability to retrieve, transform, prepare, and analyze data to inform business decisions at multiple levels.
- Advanced proficiency in Microsoft Excel and PowerPoint.
- Experience with database querying and data visualization tools such as Tableau.
- Exceptional attention to detail and a strong commitment to data accuracy.
- Awareness of data confidentiality, security, and risk management best practices.
- Strong analytical skills and a research-oriented, inquisitive mindset with a proactive, hands-on approach to fulfilling data requests.
- Proven project management experience, including the ability to manage multiple projects, adapt to shifting priorities, and meet deadlines.
- Ability to communicate complex concepts effectively with both technical and non-technical audiences.
- Excellent interpersonal, verbal, and written communication skills.
- Professional demeanor and ability to work effectively with individuals from diverse backgrounds and experience levels.
- Ability to work both collaboratively and independently to complete projects.

Preferred Qualifications:

- Degree in finance, mathematics, statistics, or computer science.
- Experience in higher education.

Pay Range

Minimum \$106,100.00, Midpoint \$132,600.00, Maximum \$159,100.00

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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