Business Analyst, MGT Administrative Operations
University at Buffalo

Job Title	Business Analyst, MGT Administrative Operations
Department	School of Management
Institution	University at Buffalo
	Buffalo, New York
Date Posted	Jun. 30, 2025
Application Deadline	07/26/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Statistics & Actuarial Science
	Business - General
Apply Online Here	https://apptrkr.com/6328566
Apply By Email	
Job Description	

Image not found or type unknown

Business Analyst, MGT Administrative Operations

Position Information

Position Title: Business Analyst, MGT Administrative Operations
Department: MGT Administration Operations
Posting Link: https://www.ubjobs.buffalo.edu/postings/57787
Job Type: Full-Time

Business Analyst, MGT Administrative Operations
University at Buffalo

Posting Detail Information

Position Summary

The **School of Management (SOM)** is seeking a highly analytical and results-oriented **Business Analyst** who will focus on leveraging data to design, develop, and maintain reporting across the school. The ideal candidate will combine technical skills with an understanding of key metrics to develop dashboards, data visualizations, and models that will deliver actionable insights for stakeholders across the organization. This role will be individually responsible for the creation of deliverables but will regularly collaborate with internal campus personnel, including data custodians, the Office of Institutional Analytics, and internal SOM staff and faculty.

Key Responsibilities:

- Working knowledge of data models and statistical analysis to support forecasting and strategic planning.
- Utilize a project management approach to effectively develop and communicate scope of work, project plan, status reports, expected outcomes, etc.
- Build and maintain dashboards, reports, and visualizations.
- Translate complex data into meaningful insights for both technical and non-technical stakeholders.
- Ensure data accuracy and integrity in all visualizations and analyses.
- Understanding of SQL programming language and query development.
- Evaluate the impact of business initiatives and related recommendations.

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 experience or masters degree or professional certification with

no experience
- Applicants must be eligible to work within the United States in a full time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

Preferred Qualifications

- Proficiency in Power BI or Tableau and advanced Excel skills
- Working knowledge of SQL and data warehousing concepts
- Excellent attention to detail and analytical thinking
- Effective communication and presentation skills
- Ability to manage multiple projects and meet deadlines in a fast-paced environment
- High level of initiative with a track record of identifying and implementing improvements
- Professional experience in higher education is desirable

Salary Range
$70,000 - $80,000

Special Instructions Summary

Is a background check required for this posting?
No

Contact Information

Contact's Name: Julia Pilecki
Contact's Pronouns:
Contact's Title: HR Generalist
Contact's Email: jbpileck@buffalo.edu
Contact's Phone: 716-645-8401

Posting Dates

Posted: 06/27/2025
Deadline for Applicants:
Date to be filled:

Business Analyst, MGT Administrative Operations
University at Buffalo

07/28/2025

jeid-a80bb445b14d824aa5fb644be3c7ab99

Contact Information

Contact

N/A
University at Buffalo

,