

Business/Data Analyst, Sponsored Projects Services
University at Buffalo, The State University of New York

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Posted Apr. 3, 2024, set to expire Aug. 4, 2024

Job Title	Business/Data Analyst, Sponsored Projects Services
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Computer/Information Sciences
Job Website	https://www.ubjobs.buffalo.edu/postings/49450

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Job Description

The Department of [Sponsored Projects Services](#) is seeking a **Business/Data Analyst** to support the ongoing data needs for research focused units on campus, while providing reports and training for University constituents. This position must be able to communicate effectively to both technical and non-technical stakeholders and collaborate with cross-functional teams to deliver services that achieve a high-level of customer satisfaction.

Primary Duties and Responsibilities:

- Gather and analyze university data from multiple data domains, including UB websites and faculty webpages, CRMs and internal databases, as well as external sources including Academic Analytics, and federal and state data sources, to provide a detailed understanding of institutional areas of expertise and leadership and opportunities for growth.
- Perform statistical analysis, qualitative and quantitative methods for quality improvement.

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- Perform various ad hoc and recurring data requests and produce various reports and dashboards in a variety of formats (Tableau, Salesforce, Excel, PowerPoint, Word, etc.) to be used in proposals, presentations to government officials, external funders and industry partners, and for content on VPRED webpages.
- Conduct strategic analyses by querying, cleaning, manipulating, interpreting, visualizing, and presenting data using statistical techniques, including analyses to be used for quality improvement.
- In collaboration with various VPRED stakeholders, map data flows and perform gap analysis.

The above covers the most significant responsibilities of the position. It does not exclude other duties, the inclusion of which would be in conformity with the level of the position.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo 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.

Contact Information

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

Contact

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