

**Business Intelligence Manager
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=250620>

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Posted Dec. 18, 2024, set to expire Jul. 12, 2025

Job Title Business Intelligence Manager
Department College of Professional Education
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Dec. 18, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Business & Administration
Administration - Academic Unit

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Business-Intelligence-Manager_RQ28783

Apply By Email

Job Description

Job Summary:

The Business Intelligence Manager will support the College of Professional Education (CPE) by delivering actionable insights and data-driven recommendations to enhance program initiatives and strategic partnerships. This role focuses on leveraging advanced data analytics, creating user-friendly reporting tools, and supporting stakeholder decision-making. The position is responsible for developing data infrastructure, ensuring data quality, and providing regular performance reports aligned with CPE's objectives.

Key Responsibilities & Accountabilities:

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Data Analysis and Reporting – 30%

- Perform data modeling, analysis, and reporting to support program enhancements and new initiatives.
- Combine data from internal systems and third-party sources to generate insights for content development, course improvement, and outreach strategies.
- Establish and track key performance indicators (KPIs) to measure program success and provide recommendations based on findings.

Data Infrastructure Development – 25%

- Design and implement data architecture and infrastructure to support CPE's business intelligence needs.
- Ensure data quality and collaborate with IT and other university units to resolve any discrepancies.
- Develop tools and processes that streamline data collection and reporting workflows.

Stakeholder Support and Training – 25%

- Train CPE team members in using reporting tools and dashboards for self-service analytics.
- Assist colleagues with troubleshooting and resolving issues related to reporting systems.
- Collaborate with CPE stakeholders to create custom reports tailored to their needs.

B2B Analytics and Presentation Support – 20%

- Develop data-driven presentations and visualizations to support new B2B partnerships and initiatives.
- Collaborate with leadership to align data insights with prospective partners' goals.
- Present findings and recommendations to internal and external stakeholders, effectively communicating the value of CPE's programs and partnerships.

Minimum Qualifications:

- Master's degree in mathematics, computer science, statistics, business administration, or a related field.
- 2+ years of experience in data analysis, reporting, or business intelligence roles.
- Proficiency in Excel, SQL, Python and reporting tools such as Power BI or Tableau.
- Strong analytical skills with demonstrated experience in KPI tracking and performance

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measurement.

- Excellent communication and interpersonal skills, with the ability to work collaboratively.

Preferred Qualifications:

- Experience with CRM platforms like Salesforce.
- Familiarity with higher education or professional education programs.
- Background in B2B operations or management is a plus.

Supervision:

This position does not oversee a direct team but collaborates closely with colleagues across departments to achieve shared objectives.

Department

College of Professional Education

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

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

Contact

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