

## 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](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Business-Intelligence-Manager_RQ28783)

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**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](mailto: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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