Associate Data Architect for University Information
University at Buffalo

Job Title	Associate Data Architect for University Information
Department	Institutional Analysis
Institution	University at Buffalo
	Buffalo, New York
Date Posted	Sep. 22, 2025
Application Deadline	10/03/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Other Administrative Departments
	Development/Institutional Advancement
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Job Description	

Associate Data Architect for University Information

Position Information

Position Title: Associate Data Architect for University Information
Department: Institutional Analysis
Posting Link: https://www.ubjobs.buffalo.edu/postings/59123
Job Type: Full-Time

Posting Detail Information

Position Summary

The **Office of Institutional Analysis** (OIA) at the University at Buffalo is seeking an **Associate Data Architect for University Information** to join our collaborative information team. This position ultimately supports operational and strategic planning on the part of senior university officials and academic unit decision makers as well as the creation, collection and analysis of both quantitative and qualitative information about the institution, its students, its faculty, its programs, its publics, its practices and its services. The work involves the development of accurate, comprehensive, and trusted information products, systems and processes central to the support of policy formulation, institutional reporting, and university assessment activities. Finally, the incumbent will also be expected to provide both thoughtful and knowledgeable support to information-intensive projects spanning the depth and breadth of university operations.

Key accountabilities and responsibilities:

- System Administration, Development and Support
- Project Planning & Execution
- Database Design
- Official Reporting
- Web Development and Visual Analytics
- Documentation
- End User Support
- Professional Development

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Office of Institutional Analysis (OIA) serves a diverse constituency of publics, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

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The Office of Institutional Analysis has the primary institutional responsibility for the collection and analysis of quantitative and qualitative information on the institution, its students, its faculty, its programs, its publics, its practices and its services. The office provides analytic support for the planning, evaluation and policy initiatives of the provost and senior leadership and acts as the institutions reporting agent.

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.**

The 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

Masters degree or professional certification with 1 year of experience. Specific competencies we require are as follows:

- Exceptional interpersonal communication abilities (both written and oral) exhibiting understanding, appreciation and respect for all individuals in a diverse constituency.
- Deep and comprehensive knowledge of UBs student operations, initiatives and data as well as student-related systems such as HUB and EAB.
- Extensive background transforming foundational systems information into actionable products capable of supporting functional user needs, security, policy/process development, and data integration initiatives.
- Solid project management, technical and leadership skills capable of independently developing and executing planning efforts spanning the whole of UBs information space.
- Good working knowledge of MS Office applications including Access, Word, Excel and PowerPoint and basic use of reporting tools such Tableau and/or Oracle business intelligence as well as Structured Query Language (SQL) to create trusted data, analytics and reports.
- Strong understanding of relational database concepts.
- Demonstrated skills providing creative information solutions within a complex, team-oriented,

deadline-driven work environment to support the needs of executive, functional and operational personnel across the institution.
- Superior organizational skills coupled with a high attention to detail and the ability to creatively display information to support office and campus objectives.
- Solid communication and public speaking skills while conducting presentations and the ability to interact effectively with all strata of university employment.
- Applicants must be currently authorized to work in the United States on a full-time basis.

Preferred Qualifications

- Masters degree with at least three years of full-time experience working within central university systems to support campus student operations as well as the development of products to support policy formulation, analytics and reporting.
- Previous central student systems administration experience including integration with other campus technologies, maintenance of database accuracy and integrity, end user support, account management, and ensuring adherence of process and policy to functional requirements.
- Additional skills working with an operational data store such as UB InfoSource, assisting with the development of actionable policy, or assessing institutional success is highly desirable.

Physical Demands

n/a

Salary Range
$85,000 - $105,000

Special Instructions Summary

Is a background check required for this posting?
No

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University at Buffalo

Contact Information

Contact's Name: Diane Stolarski
Contact's Pronouns:
Contact's Title:
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Posting Dates

Posted: 09/19/2025
Deadline for Applicants:
Date to be filled: 11/06/2025

Contact Information

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

Contact

N/A
University at Buffalo

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