ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior HRIS Analyst
DEPARTMENT: Office of Human Resources Management, Rose Hill

Reporting to Director of HRIS, will be responsible for assisting senior leadership in the identification, support, and/or development of technology based programs/applications, focused primarily on business intelligence, in direct support of Fordham University’s strategic view and plan.

RESPONSIBILITIES:
Under the direction of senior leadership, the incumbent will:
- Develop/build return-on-investment (ROI) models, in support of the University’s and department objectives, that demonstrate the financial relationship and benefit between programs and human capital management.
- Manage databases and data collection (including methods to obtain/source data) in accordance with established standards, analyze results, and produce timely reports and recommendations aligned with project objectives and senior management directives.
- Understands and uses qualitative/quantitative measurement and data collection design principles.
- Research, identify and recommend technology-based applications and solutions that support business intelligence and that will assist departmental efforts to build an efficient, cost-effective technological infrastructure.
- Supports University-wide and department sustainability efforts through the identification and/or development and application of policies and programs that will use applied technology in support of HR services and functions, improving process flow and reducing traditional paper processes.
- Develop application models that effectively support employee collaboration and engagement efforts.

SKILLS
- Strong SQL skills.
- Strong analytical skills, employing superior attention to detail.
- Strong data modeling skills.
- Preferred experience with Powerbi, Tableau, Qlikview or other equivalent data analytics tool.
- Knowledge of Banner HR or similar HRMS tables.
- Strong written and verbal communication skills.

QUALIFICATIONS:
- Bachelor’s Degree in business, business intelligence, information science, management, computer science, information systems or related field required. Master’s Degree in a related field highly desirable.
- Minimum of three years in an applied role, in business intelligence or data analysis environments that include customer service contact and orientation.

SALARY: Commensurate upon experience.
DATE: ASAP

SEND LETTER, RESUME TO: Deborah Adwokat
hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer.