AI Analyst - Hybrid/Remote

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AI Analyst - Hybrid/Remote

AITS Admin

Sponsorship for Work authorization is not available for this position.

Job Summary
The AI Analyst within Administrative Information Technology Services (AITS) acts as a critical bridge between business stakeholders and technical teams, guiding units in understanding AI capabilities and identifying high-value automation opportunities. This role supports the full lifecycle of AI initiatives from use case discovery and requirements definition to solution design, testing, deployment, and ongoing support. The AI Analyst evaluates data needs, translates business objectives into clear functional requirements, and delivers actionable recommendations to ensure successful AI outcomes. The position also maintains awareness of emerging technologies, contributes to knowledge-sharing efforts, and supports continuous improvement of AI practices across the organization.
Duties & Responsibilities

- 1. Business Engagement a. Meet with business stakeholders to provide education on AI capabilities, limitations, and appropriate use cases. b. Evaluate existing client processes and datasets to identify opportunities for AI solutions to improve efficiency, accuracy, service quality, or decision-making. c. Assist in determining the level of ROI and development complexity to assess the viability and priority of moving forward with a given solution. d. Translate technical findings into clear, actionable insights and recommendations for non-technical audiences. e. Assess data privacy, data sensitivity, and risk considerations for proposed solutions, in collaboration with data privacy and security teams. f. Provide training, guidance, and support to teams, both internal and external, adopting AI tools and solutions. g. Track and report on AI project progress, value realization, and performance metrics. h. Assist in preparing training and evaluation datasets and in validating model outputs with subject-matter experts.

- 2. Solution Design & Implementation a. Collaborate with data scientists, developers, and business partners to translate business problems into AI functional and technical requirements. b. Support the design, testing, and deployment of AI solutions. c. Document AI use cases, workflows, logic, parameters, and expected outcomes in a clear and reusable format. d. Assist in user acceptance testing, quality assurance, and deployment for new AI solutions, break fixes, or enhancements.
- 3. Governance & Risk Management a. Help ensure AI solutions comply with company policies, data security, and privacy standards (e.g., FERPA, HIPAA, data classification), and ethical/responsible AI guidelines. b. Maintain documentation related to governance, model validation, and monitoring efforts. c. Support incident investigations, risk reviews, and issue triage involving AI systems.
- 4. Support a. Once relevant training and experience have been obtained, support production activities associated with AI solutions. This may require evening or weekend hours, depending on the business criticality of the solution. b. Provide support for testing, configuration, and maintenance needed for scheduled upgrades and outages. c. Serve as a point of contact between business users and technical teams for AI-related questions, issues, and enhancement requests.
- 5. Other duties a. Stay current with emerging AI capabilities, tools, and best practices, especially as they relate to higher education. b. Participate in communities of practice, demonstrations, and knowledge-sharing activities. c. Perform other duties as assigned that are appropriate for an AI Analyst.

Minimum Qualifications

1. High school diploma or equivalent.

2. Any one or any combination totaling two (2) years (24 months) from the following categories:

a. College coursework which includes Information Technology (IT), IT Management, Programming, IT systems, or a closely related discipline, as measured by the following conversion table or its proportional equivalent: 30 semester hours equals one (1) year (12 months), Associate's Degree (60 semester hours) equals eighteen months (18 months), 90 semester hours equals two (2) years (24 months), Bachelor's Degree (120 semester hours) equals three (3) years (36 months)

b. Work experience in IT-related functions, such as hardware/software support, programming, network design, network engineering, IT systems integration, or closely related field.

Preferred Qualifications

Preferred:

1. Bachelor's degree in a technical field.

2. Experience as an analyst for automated solutions.

3. Experience with requirements gathering and business process improvement.

4. Experience contributing to AI, machine learning, or data analytics projects.

Knowledge, Skills and Abilities

- Strong skills in business analysis, including requirements gathering, process mapping, and documenting use cases.
- Excellent verbal, written, and interpersonal communication skills, including the ability to present complex topics to non-technical audiences.
- Strong project, analysis, problem-solving, testing, and research skills.
- Ability to quickly learn new technology and adapt to evolving tools and platforms.
- Demonstrated ability to manage and prioritize multiple tasks and to work with shifting priorities and schedules.
- Working knowledge of AI concepts such as machine learning, large language models, NLP, copilots, and automation.
- Familiarity with prompt-based interactions and chat-style AI tools (e.g., ChatGPT, Microsoft Copilot, or similar).
- Familiarity with LLMs, prompt engineering, and automated decisioning systems.
- Experience with cloud AI platforms and services (e.g., Azure AI Services, Google AI Studio, Google Vertex, AWS Bedrock, AWS SageMaker), low-code/no-code automation tools, or enterprise RPA platforms.
- Understanding of AI governance, fairness, and model validation practices.
- Familiarity with University of Illinois systems and services.
- Technical knowledge working with ERP systems.
- Awareness of data privacy, security, and accessibility considerations in a higher-education environment, and willingness to work within established policies and standards.

Appointment Information

This is a 100% full-time Civil Service 5031 - Information Technology Technical Associate position, appointed on a 12-month basis. The expected start date is as soon as possible. The budgeted salary range for the position is $80,000 to $90,000. Salary is competitive and commensurate with qualifications and experience, while also considering internal equity. Sponsorship for Work authorization is not available for this position.

System Office jobs such as this one are not eligible for the Referral Program.

For more information on Civil Service classifications, please visit the SUCSS web site at https://www.sucss.illinois.gov/pages/classspec/default.aspx.

Application Procedures & Deadline Information

Applications must be received by 6:00 pm (Central Time) on Sunday, January 18th, 2026. Apply for this position using the Apply Now button at the top or bottom of this posting. In order to be considered as a transfer candidate, you must apply for this position. Applications not submitted through https://jobs.illinois.edu will not be considered. If required by the position, transcripts or other documentation of credentials are to be provided no later than the first day of employment. For further information about this specific position, please contact Bree Smith at cbsmith@uillinois.edu. For questions regarding the application process, please contact 217-333-2137.

At the University of Illinois Urbana-Champaign - the state's flagship public university and one of the world's leading research institutions - **every staff member helps shape what's next**. Founded in 1867, Illinois is home to a vibrant community of 59,000 students from all 50 states and 129 countries, supported by 15 colleges and instructional units, more than 20 research institutes, and one of the most comprehensive student service ecosystems in the nation. Whether you're empowering first-generation students, fueling breakthrough innovation, or strengthening communities across Illinois and beyond, your work here has a far-reaching and deeply meaningful impact. The university offers a highly competitive benefits package designed to support your well-being, growth, and financial security. Join a top 10 public university that has launched over 330 startups and continues to redefine excellence - where the Illinois Value Proposition ensures that your contributions are recognized, your potential is nurtured, and your career can thrive.

Champaign-Urbana

Artificial Intelligence (AI) tools may be used in some portions of the candidate review process for this position; however, all employment decisions will be made by a person.

This position is intended to be eligible for benefits. This includes Health, Dental, Vision, Life Insurance, a Retirement Plan, Paid time Off, and Tuition waivers for employees and dependents.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit Required Employment Notices and Posters to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through E-Verify.

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Accommodations may also be requested on the basis of pregnancy, childbirth, and related conditions, or religion. Requests may be submitted through

the reasonable accommodations portal, or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing accessibility@illinois.edu.

Requisition ID: 1034477

Job Category: Technical

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