HR Data Analytics Computer Consultant II (TEMP)

higheredjobs.com/search/details.cfm



Position Deleted on 1/24/2026. This position is no longer an active posting on HigherEdJobs.

Type: Full-Time
Salary: $20 - $24 per hour
Posted: 4 days ago
Application Due: 01/30/2026
Category: Human Resources;

UNIVERSITY OF MICHIGAN

JOB OPENING ID: 273051

MODES OF WORK
Mobile/Remote

REGULAR/TEMPORARY: Temporary

ORGANIZATIONAL GROUP: Univ Human Resources

DEPARTMENT: HR Records & Info Services

SALARY: $20.00 - $24.00

Job Summary

We are looking for 2 temporary technical consultants to provide support to our HR Data & Analytics team. Duties may include:

- Assist with data collection, entry, and validation to ensure accuracy and completeness of HR datasets.
- Support analysis of workforce data by generating basic reports, visualizations, and summaries using tools such as Excel, Tableau, and artificial intelligence.
- Collaborate with team members to test and troubleshoot new analytics tools and AI solutions designed to improve HR decision-making.
- Maintain and update documentation related to processes, including user guides and workflow instructions.
- Contribute to special projects by gathering requirements, conducting research, and preparing presentations.
- Review and respond to routine data-related inquiries, ensuring prompt and professional customer service.
- Uphold and promote data privacy and security standards by following organizational guidelines when handling sensitive HR information.
- Partner and communicate effectively with other team members in order to support the work.
- Other technical and clerical duties as assigned.

Required Qualifications*
- High school diploma or equivalent
- Proficiency in computer skills such as emailing, word processing, spreadsheets, and general office applications
- Ability to handle sensitive and confidential information

Desired Qualifications*
- Basic experience using SQL, Tableau or other data processing softwares
- Experience using artificial intelligence tools
- Experience using M-Pathways

Work Schedule
The duration of this position is expected to be at least six months, with potential to extend based on availability of work. This is a part time position estimated to be about 24 hours per week, with some variability based on business needs. Work schedule and days of the week may be flexible and will be discussed with the hiring manager and candidate.
Work Locations

Role is expected to be fully remote for at least 3 months, with potential for hybrid work in Spring 2026 or later.
Modes of Work

Positions that are eligible for hybrid or mobile/remote work mode are at the discretion of the hiring department. Work agreements are reviewed annually at a minimum and are subject to change at any time, and for any reason, throughout the course of employment. Learn more about the work modes.
Application Deadline

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.
U-M EEO Statement

The University of Michigan is an equal employment opportunity employer.
The University of Michigan is a non-discriminatory/affirmative action employer.

Related Searches:

- Human Resources
- Database Administrator