Senior Data and Analytics Strategist, Sponsored Projects

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Type: Full-Time
Salary: $110,000 - $125,000 per year
Posted: Today
Application Due: 02/05/2026
Category: Sponsored Programs, Grants, and Contracts
Military
Requisition Number: 69727

Location: Boulder, Colorado

City: Boulder

State: Colorado

Employment Type: University Staff

Schedule: Full-Time

Posting Close Date: 05-Feb-2026

Date Posted: 28-Jan-2026

Job Summary

The **Office of Contracts and Grants** invites applications for a **Senior Data and Analytics Strategist**! This is an advanced senior level role that provides analytics and actionable insights that empower partners across the Research & Innovation Office (RIO), Office of Contracts and Grants (OCG), Business, Finance and Infrastructure (BFI), and other campus units to support real-time data and analytics projects and data-driven decisions related to sponsored projects. This role bridges data development, reporting, and technology to deliver operational insights through analytics, visualization, and modeling.

This position reports to the Associate Director of Organizational Effectiveness and works with strategic leaders and operational experts to advance key initiatives for CU Boulder's research enterprise. The Organizational Effectiveness team reports to the Assistant Vice Chancellor for Research Administration (OCG) and the Associate Vice Chancellor of Operations and Administration (RIO).

CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected veterans and individuals with disabilities.

Who We Are

RIO supports CU Boulder's research and creative work enterprise through advocacy and essential services. Its Research Operations & Administration teams, including OCG and the Program Management Office (PMO), manage contracts, grants, and strategic program support. OCG serves as CU Boulder's Authorized Organizational Representative (AOR), overseeing the full lifecycle of sponsored projects, from proposal development to final closeout.

RIO also includes:

- Research Security & Integrity: Compliance and integrity efforts (Conflicts of Interest, Export Control, Research Security, IACUC, IRB).
- Research Strategy & Development: Funding opportunities, proposal support, and collaboration facilitation.
- Innovation & Partnerships: Connecting research with entrepreneurs, government, and industry to accelerate ideas from concept to impact.

What Your Key Responsibilities Will Be

Analytics, Reporting & Dissemination

- Develop deep contextual understanding of research data, including national standards such as NSF HERD and CU-specific data.
- Develop and maintain reports and analytical tools to improve dataset utility.
- Review requests for data/information and determine requirements as well as research and outline action steps.
- Translate requirements into technical specifications.
- Identify appropriate data sources for reporting solutions.
- Create and modify code in software tools.
- Ensure research reports meet accuracy, data integrity, and compliance with federal and university requirements.
- Improve reporting processes and workflows to enhance competitiveness for external funding.
- Generate monthly reports of sponsored project proposals and awards with trend data for OCG, RIO, BFI, and other campus leadership.
- Prepare the annual sponsored projects report, ensuring data integrity and consistency, including coordinating with campus units on data collection and publication.

- Design interactive dashboards and visualizations, emphasizing user experience; incorporate feedback from RIO leadership and campus partners.
- Respond to ad hoc data and informational requests, including analysis and synthesis. Prioritize rapid turnaround for high-impact or immediate needs.
- Promote a culture of data integrity.

Data Architecture and Development

- Engineer and enhance data systems, infrastructure, integration patterns, and standards to deliver quality data products in alignment with campus priorities.
- Design and improve data development tools to increase the efficiency, security, performance, and reusability of systems, processes, and code.
- Design and implement data models (conceptual, logical, and physical) that serve analytical and/or operational purposes.
- Advise on the implementation of new data-related services across the campus, assess how changes will affect the CU data ecosystem, and strategize how best to select and integrate various services to enhance value for customers.
- Compare alternative data systems and provide recommendations when existing systems can be replaced to achieve better results.

Data and System Management

- Maintain organized documentation of all data files and systems related to sponsored projects.
- Develop and maintain automated systems and reports for data storage, retrieval, and longitudinal tracking.
- Coordinate with campus offices, including University Information Systems (UIS) and Office of Information Technology (OIT), to ensure integrity and stability of data files and infrastructure.
- Collaborate with CU's Data Warehousing team to enhance Research Administration data and metadata.
- Provide support for CU Boulder's electronic research administration systems within RIO and for campus constituents as needed related to data.
- Maintain a data governance and security approach: use appropriate documentation, controls, security levels, and approvals on data sets and reports.

Documentation & Other Initiatives

- Maintain comprehensive documentation for systems, databases, reports, and projects.
- Participate on project teams within RIO and with campus or system-wide partners on initiatives related to data, reporting, and technology tools.
- Collaborate with RIO leadership and staff to develop information technology solutions using artificial intelligence, machine learning, and automation.
- Deploy tools to operationalize technology advances across RIO.

- Identify and champion enterprise-level solutions that enhance data collection and reporting while advocating for advanced analytics tools.
- Engage in professional development to stay current with advanced analytics, artificial intelligence, machine learning, automation, and data visualization standard processes for sponsored projects and research administration.

What You Should Know

This position offers a hybrid work modality.

What We Can Offer

The hiring range for this full-time position is $110,000-$125,000.

Benefits

At the University of Colorado Boulder, we are committed to supporting the holistic health and well-being of our employees. Our comprehensive benefits package includes medical, dental, and retirement plans; generous paid time off; tuition assistance for you and your dependents; and an ECO Pass for local transit. As one of Boulder County's largest employers, CU Boulder offers an inspiring academic community and access to world-class outdoor recreation. Explore additional perks and programs through the CU Advantage program.

Be Statements

Be ambitious. Be inspired. Be Boulder.

What We Require

- Bachelor's degree from an accredited institution.
- Five years of professional data science and/or analytics experience including:
  - Proficiency in SQL, Python, R, and SAS for data manipulation and analysis
  - Experience with Tableau, Power BI, or other tools for visualization
  - Experience using reproducible data analytics workflows
  - Experience with enterprise BI tools such as IBM Cognos, SAP Business Objects, or OBIEE
- An equivalent combination of education and experience may substitute.

What You Will Need

- Excellent organizational skills for managing multiple complex assignments.
- Ability to work independently and collaboratively to solve problems creatively.
- Proactive in identifying issues, making recommendations, and implementing solutions.
- Entrepreneurial spirit and comfort with ambiguity.
- Strong communication skills to convey technical concepts to non-technical and higher education leadership audiences.
- Knowledge of data visualization standard processes and ability to create accessible dashboards.

- Experience documenting project plans, code, data sources, and analysis.
- Strong technical skills with:
    - Microsoft Excel, Outlook, Access
    - Microsoft SQL, Power BI, Tableau
    - Statistical packages (Excel, SPSS, SAS, R)
    - Data preparation and processing with SQL and Python

What We Would Like You to Have

- Master's or doctoral degree in applied math, data science, statistics, computer science, or related field.
- 7 years of professional experience including:
    - Developing research questions, curating data sets, conducting analyses, and building data tools
    - Advanced expertise in SQL, Python/R, SAS, and visualization tools (Tableau, Power BI)
    - Experience with cloud computing environments and data infrastructure.
    - Familiarity with InfoEd, data warehouses, OnBase, PeopleSoft Finance and HRMS databases.
    - Experience optimizing file and database structures for analysis and reporting.
    - Experience working in higher education in an administrative capacity, preferably in sponsored programs.
- Experience documenting project plans, code, data sources, and analysis.

Special Instructions

To apply, please submit the following materials:

> 1. A current resume. 2. A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.

We may request references at a later time.

Please apply by **February 5, 2026** for consideration.

Note: Application materials will not be accepted via email. For consideration, please apply through CU Boulder Jobs.

In compliance with the Colorado Job Application Fairness Act, in any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.