HRIS Business Intelligence Professional

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HRIS Business Intelligence Professional

Notre Dame, IN, United States
Full-time
VP for Human Resources
EIC2

Company Description
The University of Notre Dame is more than a workplace! We are a vibrant, mission-driven community where every employee is valued and supported. Rooted in a tradition of excellence and inspired by our Catholic character, Notre Dame is committed to fostering an environment of care that nurtures the whole person-mind, body, and spirit. Here, you will find a deep sense of belonging, a culture that prioritizes well-being, and the opportunity to grow your career while being a force for good in the world. Whether contributing to world-class research, shaping the student experience, or supporting the University's mission in other ways, you will be part of a dedicated team working to make a meaningful impact on campus and beyond. At Notre Dame, your work matters, and so do you!

Job Description
The Office of Human Resources (NDHR) is committed to cultivating a world-class environment for our staff and faculty. At the heart of this mission is the HRIS team, which ensures that the University of Notre Dame's human resources operations are supported by cutting-edge data solutions and meaningful insights.

To that end, the HRIS team is looking to hire a HRIS Business Intelligence Professional to make HR data accessible, actionable, and aligned with the University's strategic goals. Our mission is to move beyond simple reporting toward a culture of self-service analytics and visual storytelling, ensuring leadership has the reliable intelligence needed to drive the Notre Dame experience forward.

To continue driving our efforts, the HRIS Business Intelligence Professional will:

- **Deliver Workforce Intelligence:** Conduct in-depth analysis of workforce data, including hiring, turnover, talent acquisition and staff development, to highlight actionable insights and strategic opportunities for executive audiences.
- **Architect Visual Narratives:** Design, build, and maintain intuitive dashboards using tools like Tableau to communicate key HR trends clearly and accurately.
- **Champion AI & Automation:** Ensure business logic and processes are represented within datasets for machine learning or natural language tools and explore innovative ways to use AI to streamline data delivery.
- **Define Strategic Metrics:** Partner with HR teams to define KPIs and lead strategic conversations on how metrics should be used to measure success and evaluate divisional objectives.
- **Orchestrate Data Governance:** Serve as a key member in data quality and access control initiatives, collaborating with the Enterprise Data and Analytics team to ensure all reporting is trustworthy and well-documented.
- **Provide Sophisticated Analysis:** Leverage SQL and Python for complex data manipulation, analysis, and the building of robust data pipelines using ETL tools.

We're looking for someone who is:

- **A Master Storyteller with data:** You possess excellent communication and facilitation skills, with a proven ability to translate analytical findings into "executive-ready" narratives.
- **Technically Proficient:** You have professional experience in business intelligence or data analytics, with advanced skills in SQL, Python, and data visualization.
- **An AI Enthusiast:** You are comfortable with the daily use of AI tools (e.g., Gemini, ChatGPT, Claude) to accelerate analysis and enhance workforce intelligence.
- **A Self-Starter:** You are curious and motivated to explore new technologies, working independently or collaboratively to solve complex problems within the HR domain.
- **Discreet and Ethical:** You have a demonstrated ability to maintain confidentiality and exercise high discretion when working with sensitive data.

Qualifications

Minimum:

- Bachelor's degree (4 years) in Business Analytics, Data Science, Human Resources, Information Systems, or a related field.
- 3+ years of professional experience in business intelligence, data analysis, or people analytics.
- Proficiency in data visualization (e.g. Tableau or similar tools) for dashboard creation and storytelling.
- Strong knowledge of SQL and/or Python for data manipulation and analysis.

- Advanced skills in Excel and/or Google Sheets, including formulas, lookups, pivot tables, and charts.
- Proficient in the use of AI tools (e.g., ChatGPT, Gemini, Claude) or natural language analytics tools to accelerate analysis and insight delivery.
- Excellent communication and facilitation skills, especially in translating analytical findings into executive-ready narratives and recommendations.
- Ability to work independently and collaboratively across functions.
- Ability to maintain confidentiality and exercise discretion when working with sensitive and confidential data.
- Ability to work in the United States, now or in the future, without visa sponsorship

Preferred:

- Experience using Tableau for data visualization
- Experience with ETL tools and processes

Additional Information

- **Salary:** up to 85K, commensurate with experience
- **Deadline to apply (subject to change):** Sunday, February 15, 2026
- **Please note:** This position follows a Hybrid work model (1-2 days remote)

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, genetic information, or age in employment. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and complies with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). We strongly encourage applications from candidates attracted to a university with a Catholic identity.

To apply, visit
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