AI Analyst - HigherEdJobs

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Xavier University is seeking an to support the university's efforts to use artificial intelligence responsibly, securely, and effectively across academic and administrative areas. This role assists in evaluating AI tools, contributing to policy development, supporting governance processes, and helping campus stakeholders understand and apply AI in appropriate ways. The Analyst plays a key part in assessments, research, documentation, and coordination, ensuring the university adopts AI tools that align with institutional values, regulatory expectations, and security requirements.

Key Responsibilities:

1. AI Research & Evaluation

- Analyze AI tools, platforms, and features to determine capabilities, risks, and suitability for university use.
- Produce clear documentation summarizing strengths, limitations, costs, and compliance considerations.
- Support technology pilots and proof-of-concept testing with academic and administrative units.
- Monitor emerging AI trends and provide summaries to leadership and governance groups.

2. Governance & Policy Support

- Assist in developing and maintaining policies related to responsible AI use, data protection, privacy, and acceptable use.
- Support the university's AI governance committee by preparing materials, tracking decisions, and documenting guidelines.
- Help maintain an updated inventory of AI tools used across campus and ensure documentation remains current.
- Contribute research to policy questions involving ethical use, bias mitigation, transparency, and regulatory expectations.

3. Security & Risk Assessment

- Conduct preliminary reviews of AI vendors, tools, and integrations and identify potential risks related to data handling, privacy, and security.
- Work closely with IT security and compliance teams to support deeper assessments as needed.

- Assist in creating risk summaries, comparison matrices, and recommendations for decision-makers.
- Help track and maintain AI-related risk assessment documentation.

4. Product Review & Procurement Support

- Gather and organize information required for evaluating AI products under consideration by departments or faculty.
- Assist with vendor questionnaires, data-use reviews, and documentation for purchasing processes.
- Compare similar tools and prepare summaries to support informed decision-making.
- Support lifecycle management tasks, including reviewing renewal considerations for existing AI tools.

5. Academic & Administrative Support

- Help faculty and staff understand appropriate uses of AI tools through workshops, documentation, and one-on-one consultations.
- Support instructional and administrative teams in identifying where AI can responsibly improve workflows or learning experiences.
- Assist with training materials and resources to promote responsible and ethical AI practices.

6. Documentation, Training & Outreach

- Maintain campus-facing resources, FAQs, and best-practice guides related to AI usage.
- Contribute to training sessions for faculty, staff, and students on AI fundamentals and campus policies.
- Help develop communications to keep the community informed of updates, approved tools, and guidelines.
- Assist in organizing events, demos, or learning sessions focused on AI literacy.

7. Data & Research Support

- Help collect and analyze data related to the adoption and impact of AI tools across the university.
- Provide support for research-related AI inquiries, including tool evaluation and compliance considerations.
- Assist interdisciplinary projects by gathering background information and preparing research summaries.

Qualifications

Required

- Bachelor's degree in Computer Science, Information Systems, Data Science, Public Policy, or a related field-or equivalent experience.

- Understanding of AI concepts, common tools, data privacy principles, and basic security practices.
- Strong analytical and research skills with the ability to translate technical information into clear summaries.
- Ability to work collaboratively with diverse campus stakeholders.
- Strong communication and documentation skills.

Preferred

- Experience in higher education, IT governance, cybersecurity, or technology evaluation.
- Familiarity with AI ethics, model risks, and emerging regulatory expectations.
- Experience with project coordination or committee support.
- Working knowledge of FERPA, HIPAA, GDPR, NIST frameworks, or similar standards.

To ensure consideration, qualified/interested applicants must submit a cover letter and resume on Xavier University's website. Applications will be reviewed immediately and will be accepted until the position closes at the University's discretion.

Candidates selected for the final stages of the interview process will be asked to provide the names and contact information of three professional references.
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Benefits - applies only to full-time positions:

Xavier University offers a wide array of complementary and affordable benefit options to meet the financial, educational, health, and wellness needs of you and your family. Eligibility varies by position and employment class:

- Comprehensive insurance plans including medical, dental, vision and prescription coverage.
- Tax advantaged accounts including health savings accounts, flexible spending accounts, and dependent care account.
- Financial security via life and long-term disability insurance, accident and illness insurance, and retirement savings plans.
- Generous paid time off work options including vacation, sick leave and holidays.
- Tuition remission for employees and their eligible dependents.