Assistant Applied AI Analyst

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Assistant Applied AI Analyst

Required Qualifications (as evidenced by an attached resume):
Associate's degree (foreign equivalent or higher) in Computer Science, Information Systems, Data Science, or a related field. Experience with process analysis and improvement methodologies. Experience working with AI technologies, including machine learning, natural language processing, and process automation.

Preferred Qualifications:
Bachelor's degree (foreign equivalent or higher) in a relevant field. Experience working in higher education or similar complex organizational environments. Experience working with AI governance and ethical frameworks. Experience with change management principles and practices. Prior experience in data analysis and visualization.

Brief Description of Duties:
The Assistant Applied AI Analyst will work to gain broad-based experience within the Stony Brook University Change Management office, assisting departmental management on special projects and day-to-day office operations. The Assistant Applied AI Analyst supports the Stony Brook University Office of Change Management's mission by leveraging artificial intelligence to drive process automation, optimize workflows, and facilitate data-driven decision-making across university operations. The Assistant Applied AI Analyst will be responsible for assisting in identifying, developing, and implementing AI solutions that

streamline administrative processes, enhance operational efficiency, and improve service delivery for students, faculty, and staff. This incumbent will need to have strong communication skills with the ability to explain technical concepts to non-technical audiences.

- **Solution Development & Implementation:** Assist in designing, developing, and implementing AI solutions, including retrieval-augmented generation (RAG) systems, document intelligence pipelines, natural language interfaces, and predictive models.
- **Data Management & Preparation:** Curate, preprocess, and manage structured and unstructured datasets to support AI model training and evaluation, ensuring data quality, integrity, and accessibility across systems.
- **Process Analysis & Opportunity Identification:** Conduct comprehensive process analyses to identify opportunities for AI-driven automation and enhancement
- Stakeholder Collaboration: Collaborate with IT teams, academic departments, and administrative units to understand their unique requirements and challenges
- **Compliance, Ethics & Risk Management:** Ensure compliance with university policies, data privacy regulations, and ethical AI principles. Guarantee any AI-integrated workflow maintains a high level of accuracy.
- **Research, Innovation, Training & Support:** Stay current with emerging AI technologies and methodologies to continuously improve the university's AI capabilities. Provide training and support to university staff on new AI-enabled processes and tools.
- **Impact Measurement & Optimization:** Assist with capturing and quantifying the business value of AI initiatives by measuring cost savings, time reduction, and efficiency gains from automation and process improvements; deliver insights to inform continuous optimization.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

Special Notes:
This is a full-time appointment. FLSA Non Exempt position, eligible for the overtime provisions of the FLSA.

In addition to the employee's base salary, this position is eligible for $4,000 UUP annual location pay, paid biweekly.

For this position, we are unable to sponsor candidates for work visas.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion,

sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at or visit OEA.

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed here.

Visit our **WHY WORK HERE** page to learn about the **total rewards** we offer.

The starting salary range (or hiring range) to be offered for this position is noted below, it represents SBU's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Salary: $60,000

To apply, visit https://stonybrooku.taleo.net/careersection/2/jobdetail.ftl?job=2600419&tz=GMT%2B00%3A00&tzname=UTC

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