Business Intelligence Analyst

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Type: Full-Time
Salary: $65,000 - $90,000 per year
Posted: 8 days ago
Application Due: 05/27/2026
Category: Business and Financial Services; +1 Software Engineer/Programmer

Business Intelligence Analyst

Job Summary

The University of Utah Health Research Office is a dynamic and high-functioning team environment seeking a seasoned professional to provide strategic financial and business intelligence analysis and in-depth reporting oversight for the Executive Director, Administrative Director, and to other leaders in the Health Sciences Center to improve mission decision-making. Under minimal supervision, this position supports the Health Research Office, the System Chief Research Officer, and the mission broadly.

The position requires strong interpersonal, strategic thinking, technical, and communication skills; a deep knowledge of BI tool architectures, functions, and features; SQL and relational and multidimensional database designs. Further, a strong understanding of what data is used by business processes and what the data means in the context of specific processes, and the ability to apply creativity to analytics, are key skills for the position. Experience using AI-enabled tools to improve efficiency, analysis, or decision-making is preferred. Familiarity with emerging AI technologies and a demonstrated ability to thoughtfully apply them in a professional setting are highly valued.

Business Intelligence Analyst, III
Drive business decisions by providing quantitative and qualitative data analysis and reporting of patterns, insights, and trends to decision-makers. Collect, aggregate, and analyze data from multiple internal and external sources to drive insights into business performance. Produce actionable reports that show key performance indicators, identify areas of improvement into current operations, and display root cause analysis of problems. Use analytics and metrics to improve processes and provide data-driven forecasts of potential costs, risks, and profits of new business initiatives. Communicate findings and insight to stakeholders and provide business strategy recommendations for optimizing business performance. Provide reporting solutions and respond to ad-hoc report requests across multiple business areas. May participate in the design and development of business intelligence reporting tools. Considered highly skilled and proficient in discipline. Conducts complex, important work under minimal supervision and with wide latitude for independent judgment.
Requires a bachelor's (or equivalency) + 6 years or a master's (or equivalency) + 4 years of directly related work experience.
This is a Career-Level position in the General Professional track.
Job Code: P30023
Grade: P19
Expected Pay Range: $65,000 to $90,000

Learn more about the great benefits of working for University of Utah: benefits.utah.edu

Responsibilities

1. Work closely with research leadership to translate business needs into technical solutions using research financial and other performance data.
2. Act as the Health Research Office resident expert and liaison for research data and data analysis, including for development and automation of mission data dashboards, strategic models, and Business Intelligence reporting with partners in Health Sciences. Deeply understand BI tool architecture, functions, features, and customize BI tools to meet user needs. Tableau is the preferred

3. Prepare and present complex information in a digestible way for decision-making to leadership.
4. Plan and conduct projects and adhere to timelines to meet milestones.
5. Perform technical tasks to advance projects: Work and effectively communicate with technical colleagues; collect and coordinate business requirements for analytics and reporting; interview end users to determine requirements for data, reports, analyses, metadata, training, data quality and performance; determine statistical methods used to analyze data.
6. Track and summarize information related to institutional performance against established research benchmarks and metrics.
7. Establish and refine business processes for mission reporting and evaluation.
8. Provide day-to-day financial and compliance oversight for research-related units, as requested.
9. Leads the preparation and evaluation of special projects.

Minimum Qualifications
EQUIVALENCY STATEMENT: 1 year of higher education can be substituted for 1 year of directly related work experience (Example: bachelor's degree = 4 years of directly related work experience).
Department may hire employee at one of the following job levels:
Business Intelligence Analyst, III: Requires a bachelor's (or equivalency) + 6 years or a master's (or equivalency) + 4 years of directly related work experience.

Preferences

- Masters degree in related field.
- Prior grants and contracts or research experience at the University of Utah or other academic institution.
- Experience with Excel, Statistical Software, BI Applications, and SQL. Knowledge of SQL and relational and multidimensional database designs.
- Advanced experience with Tableau.

Special Instructions

Requisition Number: PRN44588B
Full Time or Part Time? Full Time
Work Schedule Summary:
Department: 01488 - Health Research Admin Office
Location: Campus

Pay Rate Range: $65,000 - $90,000
Close Date: 5/27/2026
Open Until Filled:

To apply, visit https://utah.peopleadmin.com/postings/198886

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