Example of Senior Management Analyst Job Description

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Our company is growing rapidly and is looking for a senior management analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior management analyst

- Responsible for establishing relationships with internal and external parties (such as Internal Audit, Legal, Human Resources, IT, Payroll, Axsium, JDA,) to ensure positive user experience and adoption in the Field
- Cooperate and provide support to various stakeholders within the company and other PMI affiliates for respective financial cycles
- Selects, develops, and/or recommends appropriate data design methodologies, data analyses, and statistical procedures
- Communicates with internal and external constituencies to obtain necessary information
- Manages data collection and compilation
- Organizes and interprets data for executive leadership for strategic decision making in a college growth environment
- Utilizes various computer programs and software to perform data computation, statistical analysis
- Prepares, tracks, and presents key data findings to various audiences on assessment results
- Prepares routine enrollment reports by program and creates predictive models for faculty staffing by program
- Serves on any university committees related to evaluation and assessment as CONHI representative

Qualifications for senior management analyst

- BS/BA degree in a relevant discipline (Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics)
- At minimum a P.h.D
- At minimum 4 years of experience in data/content management, strategic planning, cost/benefit analyses, process improvement, or risk mitigation
- Applicant selected will be subject to a Government Security investigation and must meet eligibility requirements for a Secret Level clearance for access to classified information
- An advanced degree and/or graduate-level course work, related to National Security
- 20+ years' experience with the U.S. Intelligence Community, including significant demonstrated analytic skills and previous work experience with senior officials