



February 25, 2025

POSITION OPENING: Associate Business Analyst

IN THIS ROLE:

Join our innovative team to drive impactful business solutions!

You'll work closely with customers to define business requirements and create cutting-edge technical and functional solutions. Lead the implementation of projects, tackle challenges, and ensure smooth execution. Additionally, you'll identify process improvements, design efficient systems, and provide ongoing support for enterprise resource planning applications to help customers succeed.

WHAT WE NEED:

- Collaborates with teams and customers to analyze business needs and define functional requirements.
- Assists in developing business requirement specifications and technical solutions to support business initiatives.
- Provides training and consultation to customers on technology-related matters, including system problem resolution and data analysis.
- Supports the design and development of specialized queries, reports, and programs, ensuring alignment with business goals.
- Participates in planning, testing, and implementing system upgrades, enhancements, and expansions, ensuring compliance with specifications.
- Acts as a liaison between the Technology Department and customers, recommending solutions to simplify business processes.
- Assists in developing and facilitating training programs for end users and documenting standard operating procedures.
- Analyzes data related to assigned functional areas and recommends business solutions for technical, service, or process challenges.
- Stays updated on federal, state, and local mandates, ensuring system compliance with reporting requirements.
- Performs other duties as assigned.

WHAT YOU NEED:

- Associates degree in a related field and a minimum of three years of related experience; or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Experience with data analysis tools
- Familiarity with Student Information System Support or other equivalent experience supporting large software applications.
- Education experience preferred.
- Critical thinking, analytical and multitasking skills will be essential in this position.
- Excellent communication skills both verbal and written.

WORK LOCATION:

Oakland Schools - Main Campus

2111 Pontiac Lake Road,

Waterford, MI 48328

SALARY DETAILS:

\$64,140 - \$74,382 annually based on relevant prior work experience, with the potential to earn up to \$80,103 after employment with Oakland Schools.

Exempt position / 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, and additional life insurance.

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

OaklandSchools

[oakland.k12.mi.us](https://www.oakland.k12.mi.us) | 248.209.2000 | 2111 Pontiac Lake Rd., Waterford, MI 48328

To apply, please use the [Oakland Human Resource Consortium \(OHRC\)](#) website. You will need to make an account on the OHRC website to apply.

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until March 11, 2025.

NOTE: Interested candidates must be available to interview mid to late March.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.