

About NewSchool of Architecture & Design: NewSchool of Architecture & Design (NewSchool) is a globally recognized and awarded design university known for its forward-thinking professors, an inspiring campus community, and top industry connections and collaboration opportunities.

Position Summary:

NewSchool is seeking a full-time Business Analyst who will be responsible for supporting the Finance and Marketing departments with data analytics and reporting. This position will work closely with senior management and will require strong technical and analytical skills with the ability to handle multiple tasks in a rapidly changing, fast-paced environment.

Responsibilities:

Finance

- Analyze and interpret trends in financial data to assist senior management with business decisions
- Prepare financial reports and presentations for department leaders, executive leadership, and Board of Directors
- Work with Finance Director to prepare financial forecasts including enrollment, revenue, expense, and operating income projections
- Cash flow reporting and forecasting
- Identify cost savings opportunities
- Assist with banking transactions

Marketing

- Track and report on marketing conversion campaigns and marketing activities to increase lead quality and volume and drive new student enrollments
- Maintain marketing and enrollment data integrity in CRM (Salesforce) including troubleshooting lead flow and lead attribution from all marketing channels into CRM
- Oversee and analyze campaigns in CRM and across various marketing channels, provide insights and make recommendations to the Director of Marketing.
- Deliver weekly lead reporting; provide analysis as needed

Education & Experience:

- Bachelor's degree in Finance, Marketing, Business Administration, or related field
- 3-5 years of experience as a financial, business, or marketing analyst
- Higher education experience preferred
- Strong technical and analytic skills
- Intermediate proficiency in Excel and PowerPoint required, advanced preferred
- Excellent communication (verbal/written), organizational, and interpersonal skills
- Ability to create and deliver presentations to key stakeholders
- Experience with financial modeling
- Preferred: Experience with Oracle Hyperion, Salesforce, Google Analytics

Reports To: Reports directly to the Director of Finance & Administration with additional accountability to the Director of Marketing & Communications

Supervisory Responsibility: No

**Working Conditions:**

Normal office conditions. Work is performed primarily in a standard office environment but may involve exposure to moderate noise levels. Work involves operation of personal computer equipment for six to eight hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

How to Apply:

Please submit your cover letter and resume as a single attachment when applying to careers@newschoolarch.edu.

NewSchool of Architecture & Design is an equal opportunity, at will employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.