



**March 24, 2026**

## **POSITION OPENING: Business Analyst**

### **IN THIS ROLE:**

Are you a tech-savvy, customer-focused team player ready to make a real impact in education?

We're looking for an energetic and collaborative individual to lead the design, enhancement, testing, and implementation of student data systems at Oakland Schools. In this transformative role, you'll support and optimize the software used by Oakland Schools staff and local districts, driving innovation and improving educational outcomes.

If you're a motivated self-starter with a passion for technology and delivering exceptional customer service, join us today and take an active role in shaping the future of education!

### **WHAT WE NEED:**

- Provide leadership by supporting clients and colleagues with innovative solutions and a proactive and visionary approach.
- Work collaboratively with Oakland Schools staff and local school districts to analyze student informational data needs and functional requirements.
- Develop student-related business requirement specifications.
- Provide training, assistance, and consultation to staff on a variety of student information technology-related matters, including resolution of system problems and analysis and interpretation of student data.
- Provide technical assistance and support to department staff and external customers in the design and/or modification of specialized queries and reports using existing database and/or spreadsheet applications.
- Provide consultation and technical assistance in the design and development of specialized programs to support student administration and assessment initiatives.
- Plan, coordinate, and implement system upgrades, enhancements, and expansions.
- Develop detailed test and implementation plans and coordinate testing of system enhancements and projects with the user area.
- Review system enhancements after implementation to ensure compliance with specifications and standards; initiate corrective action as needed.
- Identify and recommend technology solutions that will simplify student administration and assessment processes.
- This individual will need to have occasional 24/7 availability and be willing to travel occasionally.
- Plan and facilitate workshops, training sessions, and make frequent professional presentations to district leadership and diverse stakeholder groups.
- Performs other duties as assigned.

## WHAT YOU NEED:

- Bachelor's degree in a related field and a minimum of 4 to 6 years of related experience; or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Familiarity with Student Information System support or other equivalent experience supporting large software applications.
- Strong communication skills, both verbal and written.

## WORK LOCATION:

Oakland Schools Main Campus  
2111 Pontiac Lake Rd  
Waterford, MI 48328

This position is eligible to participate in the **Flexible Work Program**, which allows eligible employees to perform their job duties from a designated alternative location up to two days per week.

## SALARY DETAILS:

\$81,276 - \$94,254 salary based on relevant prior work experience, with the potential to earn up to \$101,501 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, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

## Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

[studentaid.gov/manage-loans/forgiveness-cancellation/publicservice](https://studentaid.gov/manage-loans/forgiveness-cancellation/publicservice)

## 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:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application, click the position title below:

### [Business Analyst](#)

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 **April 7, 2026**.

**NOTE:** Interested candidates must be available to interview on **April 14 and April 24, 2026**.

For questions regarding this position, please contact [HRRecruiting@oakland.k12.mi.us](mailto:HRRecruiting@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](mailto: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](mailto: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.