

 **Business Analyst (Student)**

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| Position/Job title: Business Analyst (Student)Number of Role(s): ##START DATE: Month ##, 2024END DATE: Month ##, 2024Hours PER WEEK: ##IS THE OPPORTUNTIY PAID? Yes/NoADDRESS: ExampleCITY: CalgaryProvince: AlbertaCountry: Canada(Please note) The content for the role was originally created by TECHNATION and found within their [CareerFinder](https://careerfinder.technationcanada.ca/en-ca/job-descriptions/) database of example job descriptions. (This note can be deleted) | **INSERT LOGO IN THIS AREA** |
| **Organization Information**organization: Example Text**Division/Department:** Example TextDescription: Include a short description to share with student candidates about your organization. It may be good to include information on your sector, industry, size, founding date etc. as well as information about your purpose, mission, vision, values etc. (Optional) Link to Company Website or LinkedIn: - can help provide further information and background research for the candidate.  (Optional) You may want to include your EDIA statement and if you have specific diversity initiatives related to talent attraction, please include that information here. |
| **Job site:** Pick one: On-site / Remote/Hybrid**Job Location Type:** Pick one: Public building / Office / Working from home / Co-working space / Private Residence / Other (please specify) |
| **The Role****About the role:** The Business Analyst is responsible for analyzing business processes, identifying areas for improvement, and developing solutions to enhance the overall efficiency and effectiveness of the organization.**Responsibilities:**The ideal candidate will be responsible for: * Conducting thorough analysis of business processes and systems
* Identifying opportunities for improvement and making recommendations
* Collaborating with stakeholders to gather and document business requirements
* Developing and maintaining detailed documentation of business processes and systems
* Assisting in the implementation and testing of new systems and processes
* Providing support and training to end users on new systems and processes

**(Optional, & highly encouraged) Salary Range**: $xx,xxx to $xx,xxx per year or $x.xx to $x.xx per hour. |
| **Qualifications****Academic Program:** Business or related programs**Target Education Level:** Pick From: Any /Diploma / Bachelor / Master / Doctorate**Year Level of Student:** Pick from: Any / Early (First-year) / Mid (2-3rd year) / Late (4th year or close to graduation)**Competencies**  The ideal candidate will demonstrate competencies in the following areas:  * Strong analytical and problem-solving skills
* Excellent communication and interpersonal abilities
* Ability to work effectively in a team environment
* Strong attention to detail and accuracy
* Knowledge of business process modeling and improvement methodologies
* Familiarity with project management principles

  **Tools and Technologies**  * Microsoft Office Suite (Word, Excel, PowerPoint, Visio)
* Business process modeling tools (e.g. Lucidchart, Bizagi)
* Project management software (e.g. Jira, Trello)
* Data analysis tools (e.g. Tableau, Power BI)
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| **Application Instructions****How to apply:**Please include your resume and cover letter in your application. **(Optional)** Include any additional application instructions like: “apply via email at [email address]”, “include your portfolio with relevant work”, or “address the cover letter to [name]”**Preferred Response:** (The URL of where applications can be uploaded on your website **or the** company email address you want applications sent to)Note: In the case of an email address, provide information on how to direct their email *i.e. please send your application to* *opportunities@abccompany.ca* *with your name and job posting title in the subject line***(Optional) Applicant Tracking System URL**: **(Optional) Applicant Tracking Number:****Deadline to apply:** MONTH ##, 2024Include any relevant next steps information you wish to include *i.e. shortlisted candidates will be contacted within X number of weeks*  |
| **Thank you**Ensure you are thanking student candidates for their interest. *i.e. We thank all student applicants for their interest but only those moving forward in the selection process will be contacted.* |