

**BUSINESS ANALYST  
CO-OP SUMMER STUDENT – FULL TIME TERM**

Reporting to the Senior Enterprise Architect, the student will be working on reviewing, analyzing, making recommendations for re-engineering and standardizing processes within the Information Technology Services Division. This may also include identifying new processes that need to be implemented and designing and documenting those processes.

**Duties:**

- Chart existing business processes in order to define current business activities for the development of procedures and models.
- Create process models, specifications, diagrams, and charts to document and communicate processes and business requirements.
- Prototype new procedures for the purpose of enhancing business processes, operations, and information process flow.
- Participate in creating and executing test plans and scripts that will determine optimal application performance according to specifications
- Assist in the intake of all requests for IT consulting services, new systems and major upgrades.
- Participate in developing business cases and cost/benefit analysis for IT spending and initiatives
- Communicate changes, enhancements, and modifications of business process – verbally or through written documentation
- Plan business analysis effort to ensure it is conducted efficiently and effectively, including stakeholder analysis, determining which activities are necessary for the assignment, determining the process to manage requirements, and how progress will be assessed.
- Ensure the stakeholders' underlying needs, concerns, and work environment are understood.
- Elicit, refine and clarify the business requirements.
- Assess and validate proposed solutions; identify gaps and shortcomings, and determine necessary workarounds or changes to the solution.
- Manage and communicate requirements to ensure stakeholders and the project team remain in agreement on the solution scope; that conflicts, issues and changes are managed; that the knowledge gained is maintained for future use and that requirements are documented and communicated to stakeholders.
- Accurately report project and/or development status to stakeholders.
- Work with stakeholders to ensure test strategies, plans, conditions and use cases meet requirements.

**Primary Qualifications:**

- Enrolment in a recognized business analysis certificate or diploma program.
- Demonstrated ability to analyze and solve problems, understand business principles and practices, communicate effectively, facilitate and negotiate.
- The core competencies for this position include achieving quality results, adaptability/managing change, coachability, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by February 8, 2023.**

We thank all interested applicants, however, only those selected for interviews will be contacted.