UF Information Technology

Internship Title: IT Analyst
Department: Applications Development and Integrations
Work Location: 800 SW 2nd Avenue Gainesville, FL 32601 building

Brief Description of Internship:

The Finance Business Support team is looking for an intern who can assist with documenting business processes, gathering data and data analysis, and testing as part of the project life cycle. The intern will be expected to work closely with Senior Business Analysts, attending information gathering sessions and participate and communicate with other UFIT teams and customers.

Specific Duties:

- Assist Senior Analysts with documenting new/updated business processes
- Reviewing current business processes and updating required documentation
- Participate in planning and testing session along with preparation of related documentation
- Researching data issues and doing data analysis

Hours Per Week: 10 - 15 hours per week

Qualifications Needed:

- Strong listening and communication skills
- Excellent analytical and problem-solving skills
- Proficiency with flowchart products (Visio preferred)
- Familiarity with Oracle Sql and basic query writing
- Educational focus on Business/Finance or Computer Science related fields preferred

Learning Objectives:

- Develop an understanding of their career field of interest, including the skills, responsibilities, and career trajectory of professionals; specifically, a practical understanding of the Business Analyst roles and responsibilities
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences by completing of basic entry level Business Analyst activities