

## **Information Technology Intern – Business Analysis**

The successful intern will possess the ability to research, perform analysis, draw conclusions, and make recommendations. Excellent oral and written communications and Microsoft Office skills required. Sound judgment and ability to maintain professional relationships with excellent customer service required. Understanding of Agile methodology, a plus.

### **Responsibilities:**

- Collaborate with Business Analysts in performing application updates, planning through implementation
- Assist in User Acceptance Testing (UAT)
- Assist in requirements gathering
- Maintain documentation for change management requirements
- Work with product owners and IT departments to deliver requirements
- Assists in troubleshooting and resolving basic application issues, detailing the solutions for future reference
- Utilize JIRA to complete tasks with Development Team
- Attend meetings to document discussions, requirements, follow-up with Business Partners
- Will be required to complete a special project, to be determined by department

### **Experience:**

- Student entering their Junior or Senior year of study in an IT or engineering-related major.
- Previous internship or related work experience preferred.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobid=419301&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=419301&source=CC2&lang=en_US)

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