

SUMMER STUDENT – BUSINESS / SYSTEMS ANALYST, CBBC

SUMMARY

The Summer Student, Business/Systems Analyst is responsible for assisting Columbia Basin Broadband Corporation (CBBC) Staff in the implementation of the high-speed region-wide fibre-optic network. This position will provide technical support by assisting in enhancing systems used to support CBBC's business processes. This is a full time, temporary position reporting to the Chief Technology Officer from May through August 2019 in Cranbrook or in Castlegar.

KEY ACCOUNTABILITIES

- Performs the necessary investigation and analysis to collect requirements from CBBC staff on system enhancement needs.
- Analyzes workflows and/or diagrams and identifies potential areas where existing business processes require change, or where new ones need to be developed, and make recommendations in these areas.
- Conducts meetings on all levels of management for purposes of presentations, reviews, and approvals of recommendations.
- Implement technical enhancements.
- Test and validate enhancements with CBBC staff.
- Develops, edits and maintains operating procedures and workflow manuals.
- Conducts training sessions to implement new or improved systems and procedures.
- Develops or assists in the development of work plans, task sequencing, and the extent to which tasks may be performed concurrently.
- Assists with reception coverage during lunch hours and holidays.
- Assumes additional responsibilities as assigned.

QUALIFICATIONS

Training and Experience

- Third or fourth year student currently enrolled in computer science with a focus on system analysis or related technical discipline post-secondary education.
- Previous related work experience is an asset.

Knowledge, Skills and Abilities

- Ability to express complex technical concepts effectively, both verbally and in writing.
- Detail oriented and the ability to prioritize and manage multiple projects while ensuring accuracy and meeting deadlines.
- Ability to work independently with limited supervision taking initiative, but also taking direction.
- Customer service approach able to work well with people from different disciplines with varying degrees of technical experience.
- Ability to maintain a high degree of confidentiality.
- Strong verbal, written and interpersonal communication skills.
- Analytical mindset.
- Knowledge of office automation, including computer programming skills in database design and strong fluency with Visual Basic for applications (MS Access, MS Excel) and web based technologies.
- Knowledge of the Columbia Basin region is an asset.
- Periodic travel may be required.