UFIT Applications, Development, & Integrations
IT Analyst Internship

Hiring Manager Name & Title: Lee Hinkle/Stephan Solomon, Associate Director, IT
Department: Applications, Development, and Integrations
Title of Internship: IT Analyst Intern

Brief Description of Internship

The Student Intern described herein is an entry-level role working under the direct supervision of a manager, within the Applications Development and Integrations team. The position supports project activities for the ERP, Document Management, and Constituent Relationship Management systems. The intern works closely with customers, business analysts and team members to understand business requirements that drive the analysis and design. Activities may include creating, updating, and maintaining business process flow diagrams, test plans, test scripts, and test procedures based on quality assurance requirements, policies, procedures, and best practices. Additional tasks may include assisting with testing coordination, verifying data integrity and documents, and analyzing test results.

Specific Duties:

- Document business process flows.
- Gather business requirements.
- Create, maintain, and execute test plans and test Scripts.
- Application analysis and design.
- Validate results meet customer expectations.

Hours Per Week: 10 -15 hours per week

Work Location: 800 SW 2nd Avenue, Gainesville, FL

Hourly Rate: $13.00 - $15.00 per hour

Qualifications Needed:

The UF Student Assistant position is open to all students who are eligible to work on campus and will be employed through student Other Personnel Services (OPS).

PREFERRED QUALIFICATIONS:
Educational focus on Business Administration or Computer Science.
Proficiency with Microsoft Visio.

Learning Objectives:

- Develop knowledge of IT systems.
- Understanding of how IT relates to management decisions.
- Correlate all aspects of the software development lifecycle.
- Develop interpersonal skills which will enable them to build professional relationships, work within a team structure and to manage conflict in the workplace.

- 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.