

Job Posting: 88888 - Position: Junior Business Analyst

Co-op Work Term Posted: Fall
App Deadline Through UVic Posting
Application Method: Approved
Posting Goes Live:
Job Posting Status:

ORGANIZATION INFORMATION

Organization Fraser Health
Division Health Informatics & Clinical Solutions

JOB POSTING INFORMATION

Special Job Requirements

Ability to travel between sites, if required.
Open to Canadian citizens only.

Co-op Work Term Fall
Position Type (Disclaimer: not all types available in all programs) Regular Co-op, Full Time
Co-op Work term Duration 4 Months or 8 Months, but 8 Months Preferred
Job Title Junior Business Analyst
Job Location Surrey - Hybrid
Region BC-Lower Mainland (Outside Greater Vancouver)
Does this job require the student to be fully vaccinated for COVID-19? Yes
Is this a contractor role? No
Salary/Wage \$20/hr
Hours per Week 37.5
Start Date September
End Date December
Number of Positions 1
Work Abroad No

Job Description

As a Junior Business Analyst, you will be a part of the Collaboration Services and eHealth Virtual Technology teams providing technical and change management /training support for the Mental Health and Substance Use (MHSU) program at Fraser Health as they transition to virtual solutions and virtual health.

Duties & Responsibilities

- Manages, develops and monitors assigned projects by developing and maintaining key performance indicators and identifying opportunities for improvement; gathers information, assesses, determines or identifies trends and recommends changes in project scope where appropriate.

- Provides consulting support for all phases of project development, implementation, and system operations management.
- Assists in the development of training and communication materials to support the rollout of virtual solutions implemented by the team.
- Provides customer service and troubleshooting support for the tools and applications supported by Collaboration services.
- Facilitates virtual and on-site user training for the tools and applications supported by Collaboration Services.
- Provides operational support to the department.

Qualifications

- Strong computer skills, experience in MS Office tools and applications, specifically Teams and SharePoint online is an asset.
- Comfortable presenting, in person or online, for a group.
- Excellent organizational skills, tracking and managing data.
- Can work well independently and as a team.
- Excellent customer service skills.
- Strong written and verbal communication skills.

For relevant employers as defined by the BC Criminal Review Act: Will this position require a co-op student to complete a Criminal Records check?

No

Type of Student (multi-select)

Undergraduate

Minimum Academic Year Completed

2

Minimum Work terms Completed

0

Are there any restrictions that would hinder hiring of non-Canadian students with a valid work permit?

Yes

APPLICATION INFORMATION

Application Procedure

Through UVic Posting System

Additional Application Information

Please include references in your application.

All Degrees and Disciplines

No

Targeted Faculties and Co-op Programs

Health Information Science