Business Systems Analyst Intern

Job Summary:

At Red Hat, our interns play a vital role within our teams. They are not assigned busy work or minor tasks; they engage in meaningful day-to-day activities and contribute actively to their projects.

We are currently seeking a **Business Systems Analyst intern** to join our **Pune** office. In this role, you'll work closely with a senior mentor to develop technical skills and gain valuable experience, while collaborating with an international team locally and globally.

During this internship, you'll assist in analyzing complex business challenges that can be addressed through automated human capital management systems. You'll have regular interactions with Senior Configuration Analysts and Product Owners, gaining valuable insights into how Red Hat leverages technology to support its associates.

Red Hat's Intern Program emphasizes a collaborative partnership between the Emerging Talent Team and our intern managers. We are committed to providing you with professional development opportunities, social engagement, networking, performance feedback, and meaningful work throughout your internship experience.

Job Responsibilities:

- Configure system settings and options, and plan and execute unit, integration, and acceptance testing to ensure alignment with business requirements.
- Collaborate with the Product Owner and senior Configuration Analysts to translate business requirements into actionable technical specifications, gaining insights into the technology that supports associates.
- Assist in mapping and analyzing current processes to identify opportunities for improvement and optimization.
- Support the design and implementation of new processes to enhance operational efficiency.
- Facilitate communication with Product Owners to ensure alignment on project goals and deliverables.
- Participate in user acceptance testing (UAT) by developing test cases based on documented requirements.

- Help create and maintain knowledge-based articles and user guides to support ongoing technical processes.
- Identifies gaps and provides technical expertise in business requirements for system functional specifications and scales new and current systems, processes and procedures.
- Network with other talented interns in a workplace where you can be yourself and thrive.

Required Skills:

- Basic understanding of SaaS based platform tools and human capital management tools, such as Workday, with a strong willingness to learn.
- Ability to gather, format and read out business requirements and business processes.
- Excellent organizational and logistical skills, along with familiarity with agile methodologies.
- Proficient in both written and spoken English, comfortable with presenting to peers and stakeholders.
- Demonstrates passion, curiosity, and a desire to explore and understand internal processes.
- Eager to learn and collaborate proactively as part of a larger team.