



Title of Position:	Business Analyst
Hiring Manager:	Director, Information Technology
Recruiter:	Support Functions Generalist, Human Resources
Date Posted:	March 16, 2011
Send Application to:	hr@utchinese.org

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Business Analysts to our Information Technology Department. The objective of this exciting and rewarding role is to facilitate the development and management of our website, BBS and organization’s information systems. The minimum work load is eight (8) hours per month.

Main Responsibilities

- Work closely with other departments, analyze their business processes and user requirements, and propose suitable IT solutions within demanding timelines
- Translate business logics into technical requirements
- Manage or participate in application development projects
- Participate in software selection, testing, implementation and support
- Participate in *ad hoc* requests supporting departmental and organizational activities

Requirements

- Excellent verbal and written communication, interpersonal and time management skills
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint) with preference given to individuals with Microsoft Office Project or Visio experience
- Understanding in Editorial, Art, Marketing, Sponsorship, Public Relations, or Human Resources functions is a strong asset
- Knowledge of Software Development Life Cycle is a strong asset
- Experience in Joomla , vBulletin or Drupal systems is a strong asset
- Knowledge in computer programming or web programming is an asset
- Knowledge of relational database concepts is an asset
- Demonstrated ability to manage confidentiality