UPS

Title: Business Systems Analysis (BSA) Associate

Location: Mahwah, NJ

Job Type: Full-time

Compensation Type: Salary

Start Date: ASAP

Job Description:

The Business Systems Analysis (BSA) Associate supports Information Services (I.S.) BSA processes with close guidance and supervision. He/She assists BSA team members to identify problems, generate alternatives, and recommend solutions within defined processes. This position participates in the elicitation and analysis of business needs by BSA teams for assigned projects. The BSA Associate documents the progress of assigned tasks to ensure objectives are met, and assists in ensuring that BSA work products conform to quality and content standards. He/She supports requirements elicitation, analysis, and management for efforts of all complexity levels. Strong communication skills both written and oral. Strong organizational skills. Good Analysis skills. Work well within a team environment. Quick learner, self-starter.

Primary Responsibilities:

Assists in Applying Business Systems Analysis Processes

- Participates in cross-functional tasks to assist with consistency and adherence with standards and best practices.
- Supports subject matter experts in specific business systems analysis areas (e.g., business domains, processes, tools, techniques, etc.) to assist other BSAs while expanding his/her knowledge base.
- Adheres to enterprise process standards to ensure consistent deliverables.

Contributes to the Elicitation and Analysis of Business Needs

- Participates in work sessions with members of the BSA team to gather relevant information and to ensure understanding of the audience's knowledge.
- Works with BSA team members to analyze, comprehend, and apply the appropriate level of details, based on the stage of the project life cycle, to ensure mapped solutions satisfy business problems and opportunities.
- Breaks down moderately complex concepts into comprehensible concepts to ensure appropriate level of communication and understanding for the project stakeholders.
Assists in the Communication of Business Needs

- Participates in conflict resolution to gain consensus among project stakeholders and to ensure the achievement of common goals.
- Assists BSA team members in the development of business and functional requirements and corresponding work products to ensure stakeholder understanding and to serve as a basis for subsequent work products in the project life cycle.
- Delivers clear, relevant, and accurate written and verbal communications appropriate for the audience to ensure clarity and understanding.
- Delivers verbal and written communications in a professional manner to ensure a credible, consistent, and clear message.

Contributes to Validating Solutions for Business Needs

- Participates in discussions regarding solutions for projects of low and moderate complexity to ensure the approach fits into the long-term business strategy.
- Reviews other BSAs' work products to ensure completeness, accuracy, and adherence to quality and work product standards.
- Attends peer reviews of BSA team members' work products to assist in identifying conflicts and confirming consistent implementation of business and functional requirements.

Contributes to Identification & Reporting of Defects in BSA Work Products

- Participates in testing of BSA work products and processes to identify defects, meet standards, and ensure effectiveness.
- Identifies and provides input to initial analysis to develop and implement appropriate actions.
- Assists in documenting test results to support the efficient resolution of problems and to capture defect data.
- Supports communication of test results with others (e.g., other business analysts, development teams, business users, etc.) to provide updates (e.g., estimated project end date, defects, functionality, etc.).
- Enters data in the defect management tool to report variances from expected results.
- Collaborates with project team members to exchange information and to respond to requests in a timely manner.
- Assists in conducting root cause analysis of defects, identifies key and recurring problems, and provides solutions to prevent recurrence.
Qualifications:

Basic Qualifications:

- Must be a U.S. Citizen or National of the U.S., an alien lawfully admitted for permanent residence, or an alien authorized to work in the U.S. for this employer
- Now or in the future UPS employment sponsorship, such as H1B, TN, J-1, F-1, etc., is not needed in order to start or continue temporary or permanent employment with UPS.

Education:

- The desired Business Systems Analysis (BSA) Associate will possess a degree in Computer Science, Information Systems, Mathematics, Statistics or related field or the equivalent in education and work experience. A degree is preferred.

Additional Skills:

- Microsoft Office - Advanced

Other Criteria:

Employer will not sponsor visas for position.

Application Instructions:

Please send resumes to faulknerm@mail.montclair.edu

About the Organization:

Are you looking to launch your Information Technology career? If so, then UPS is the place for you!

UPS is now recognized as a technology company spending more than $1 billion a year on information technology. UPS provides its customers unparalleled capability in tracking and distribution intelligence. This technological infrastructure also enables UPS to provide fully integrated Web-enabled, business-to-business solutions.

UPS Information Services, a leader in information technology, is currently seeking career-minded individuals to join our team. If you are highly motivated with a degree in Computer Science or related discipline, then UPS is a great place for you to advance your career.