Position Profile

IT Business Analyst (Student)

Seeking an IT Business Analyst (Student) for a 8-month term. This position is based in either Edmonton or Calgary, Alberta and starts in the **Fall 2025** semester (i.e., September 2025 to May 2026).

The Opportunity

Do you enjoy utilizing IT applications to meet yours or your employers' goals, researching solutions and new tools, documenting processes, organizing data, and contributing to cyber security prevention? In this role, you will report to the IT Manager, and be a key part of the Operations team. As an IT Business Analyst you will help Invest Alberta Corporation (IAC) to manage its IT ecosystem and data management requirements while assisting in the roll-out and adaption of new tools, organization of data, and implementation of cyber security safeguards. You will be responsible to:

- Coordinate and support activities related to IAC's external IT contract.
- Coordinate hardware and software purchases and management.
- Assist in the vetting and integrating of new IT applications.
- Support tools and processes related to IAC's cybersecurity program.
- Support the development of IT policies, procedures, and best-practices.
- Support setting up and managing data management standards and systems.
- Create and update process, training, and application documentation.
- Assist in the upkeep and improvement of IAC's SharePoint system.
- Support the documenting and automating IAC's key processes.
- Meet with users and assist in gathering business requirements.
- Onboarding and offboarding staff, including orientation.
- Research new applications and uses.
- Ad hoc projects as required.

About the Organization

Invest Alberta Corporation (IAC) works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

Qualifications

You are a post-secondary student working toward a relevant diploma or degree in information systems, computer science, data analytics, or business (management information systems or general management with a strong technology background).

You will be a self-started with a curious and solution-oriented approach to your work who is not afraid to ask questions and learn. You will also be able to work individually or as a team and be able to effectively prioritize various projects.

Technical aptitude and understanding of various business focused IT applications, notably Microsoft 365, is essential. Familiarity with SharePoint, Power Apps, data administration, and cyber security would also be beneficial.

In addition to the above, you must be able to provide proof of enrollment at a post-secondary institution to qualify for this work term.

How to Apply

Interested in being a part of a dynamic organization designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections, apply by email, including a cover letter, resume, and salary expectations to:

hr@investalberta.ca.

Closing Date: Until a suitable candidate is found.

Thank you for your interest in Invest Alberta Corporation.

Only those candidates selected for interviews will be contacted. No phone calls please.