



*Education Under Construction Consulting*  
*Design your discipline | Cultivate your artistry*

**Job Title:** Business Analyst – Intern  
**Department:** Development Team

### **About Our Company**

Education Under Construction Consulting (EUC<sup>2</sup>) is a new consulting firm in the education industry. EUC<sup>2</sup> is committed to partnering with stakeholders in the education system by enhancing workplace culture and diversity, and to inspire sound teaching practices through engaging in scholarly research. Our consulting firm offers a variety of services which include custom developed curriculum, training, impartial research development, and diversity awareness.

### **Salary**

This is an unpaid internship

### **Term of Position**

Fall Term

### **Reports To**

The Business Analyst intern will report to the CEO.

### **Business Analyst Job Description**

A Business Analyst's duties will revolve around the design or modification of business systems. Your main task will include performing detailed requirements analysis and documenting processes. You should be an analytical thinker and be able to explain difficult concepts to non-technical audiences.

1400 Chestnut Ave, PO Box 684  
Glenview, IL 60025



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[www.eucc.llc](http://www.eucc.llc)  
[www.EUC2Experience.org](http://www.EUC2Experience.org)



### **Primary Responsibilities and Duties**

- Developing technical solutions to business problems
- Defining business and technical requirements based on business problems
- Performing requirement gathering sessions to gather information from stakeholders
- Converting Business requirements into Functional requirements
- Identifying and validating high potential business opportunities for stakeholders
- Handling requirements, change, and defect tracking
- Working closely with other business & system analysts, all other departments, as well as CEO
- 25-32 hours per week

### **Qualifications and/or skills acquired through Internship**

- Currently studying or a BS/MSs in Business or a related field
- 0-2 years experience as a Business Analyst/Business Systems Analyst
- Agile/Scrum Certification
- Ability to understand business processes and adapt
- Excellent Teamwork skills
- Good communication skills - written and verbal
- Attention to detail
- Excellent planning and organizational skills
- Excellent documentation skills
- Fundamental analytical and conceptual thinking skills

### **Submission Requirements**

- A letter of recommendation from a professor OR academic counselor
- A copy of current unofficial transcripts
- Writing sample in the form of an introductory letter stating: "How your current skills can contribute to the success of the organization" maximum of 250 words
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