

Business Analyst and Process Automation – Fall 2024 Co-op



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 06, 2024

Published : Jul 06, 2024

Employment Status : Internship

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

D2L is a cloud company that is modernizing education and building the Future of Work. The old models of teaching and learning are in the midst of the largest transformation in history, and D2L is at the heart of that fundamental shift.

New models of teaching and learning enable a personalized, student-centric experience – and deliver improved retention, engagement, satisfaction, and results for learners of all ages – in schools, campuses, and companies.

D2L is disrupting the way the world learns, by providing the next generation learning environment and solutions to engage and inspire learners. And most importantly, by giving customers a platform that is easy, flexible, and smart. No other company provides a solution as robust and innovative as D2L.

D2L has had a singular mission for 20 years and is dedicated to that same mission in the years ahead: to transform the way the world learns – and by doing so, we will help improve human potential globally.

A member of our Talent Acquisition team reviews ALL of our applications - yes a real person reviews resumes! They are excited to read more about what amazing things you could add to D2L.

Job Summary:

As a Business Analyst & Process Automation Co-op within the Partnerships team, you'll play a crucial role in automating repetitive, tedious, or error-prone tasks to free up our team for higher-value work. This position will give you the opportunity to creatively employ technology and map these tools to the needs and capabilities of our people and team.

We are looking for business and technically minded individuals to help support our team from an operational perspective and analyze how data informs our decision making within Partnerships.

You will be constantly learning and looking for ways to innovate. You are the type of individual who thrives in a culture where teams collaborate to solve challenging problems.

How You'll Make an Impact:

Process Automation & System Integration:

- Analyze current processes to identify areas for automation and efficiency improvement.
- Develop and implement scripts, agents, and tools to automate workflows and reduce manual tasks.
- Integrate various systems (e.g., Salesforce, Netsuite, Excel) to streamline data flow and reporting.

Project Work:

- **Pipeline Reports:** Automate bi-weekly reports on deals in the pipeline using Salesforce.
- **SKU Notification Improvements:** Enhance SKU notifications in Salesforce to include comprehensive information and reduce manual searching.
- **Deal Reporting:** Automate tracking and reporting for closed deals, including financial details and special terms using Salesforce and Netsuite.
- **Purchase Order Tracking:** Create an automated system for tracking purchase order burndown in Netsuite and Excel.
- **Resource Onboarding:** Streamline the onboarding and tracking process for subcontractor resources using Dayforce, Excel, and Jira.

Data Analysis & Reporting:

- Build and maintain dashboards and reports to provide insights and track key metrics.
- Leverage tools like Tableau for more accurate reporting on tool usage by clients.
- Automate quarterly partner reports currently handled manually by finance.

Collaboration & Communication:

- Work closely with team members to understand their needs and ensure automated solutions meet those requirements.
- Maintain updated documentation for automated processes and systems.
- Develop methods to communicate major changes in the Brightspace platform to strategic partners via email, blog, or community posts.

Competencies:

- Strong understanding of Excel, Salesforce, and scripting languages (e.g., Python, JavaScript).
- Experience with data integration and automation tools.
- Knowledge of API integrations and business intelligence tools
- Communication, collaboration, and data analytics skills
- Excellent communication and writing skills
- Exceptional organizational skills including multi-tasking and time management
- High attention to detail
- Ability to learn quickly, think fast under pressure, and work independently in a fast-paced environment
- Comfortable with learning new technology systems quickly
- Creative mindset and stamina to try new things and figure out how to continuously improve
- Experience with collaborating with diverse teams to achieve a common goal and/or deliverable
- Experience with project management (PMI) and business analysis (IIBA) best practices nice to have

Education Recommendations:

- Currently enrolled in Systems Engineering, Industrial Engineering, Business Administration or other related courses with the Co-op option

The expected weekly salary range for a student hire in this role is listed below. The base salary offered is determined by each candidate's relevant knowledge, skills, education, training and experience. It is aligned to ensure both internal and external competitiveness using market data for the geographic location and school specific salary surveys.

Weekly Salary Range

\$710–\$915 CAD

Don't meet every single requirement? We strongly encourage you to still apply! At D2L, we are committed to creating a diverse and inclusive environment. We encourage your application even if you don't believe you meet every single qualification outlined, because we love to help our people grow and develop!

Why we're awesome:

At D2L, we are dedicated to providing you with the tools to do the best work of your life. While some of our perks and benefits may vary depending on location or employment type, we are proud to provide employees with the following through [#LifeAtD2L](#):

- Impactful work transforming the way the world learns
- Flexible work arrangements
- Learning and Growth opportunities
- Tuition reimbursement of up to \$4,000 CAD for continuing education through our Catch the Wave Program
- 2 Paid Days off for Catch the Wave related activities like exams or final assignments
- Employee wellbeing (Access to mental health services, EFAP program, financial planning and more)
- Retirement planning
- 2 Paid Volunteer Days
- Competitive Benefits Package
- Home Internet Reimbursements
- Employee Referral Program
- Wellness Reimbursement
- Employee Recognition
- Social Events
- Dog Friendly Offices at our HQ in Kitchener, Winnipeg, Vancouver and Melbourne.

D2L is committed to a fair and inclusive work environment. We are an equal opportunity employer that hires and attracts talent regardless of age, race, creed, color, religion, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, status as a protected veteran or any other legally protected grounds and will not discriminate on these bases. We draw on diversity of thought and experience to reflect the rich array of cultures representing our broad customer base and we seek talent with diversity of life experiences and perspectives from around the world. If you have special accessibility requirements that need to be considered during the recruitment process, please let us know by emailing us at careers@d2l.com and a member of our HR team will get back to you. Information received relating to accommodation needs of applicants will be addressed confidentially. D2L maintains a drug-free workplace.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
