Position Title: Intern (IT) – Business Analysis
Department: Information Technology

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Summary: The intern will possess the ability to research, perform analysis, draw conclusions, and make recommendations for IT projects and support. Excellent oral and written communications and Microsoft Office skills required. Sound judgment and ability to maintain professional relationships with excellent customer service skills required.
Understanding of Project Management and Agile methodology, a plus.

Responsibilities:

- Collaborate with Business Analysts in performing application updates, planning through implementation
- Assist in Requirement Gathering and User Acceptance Testing (UAT)
- Assist IT Change Management and learn about the IT software development lifecycle
- Create and maintain technical documentation and process guides/flowcharts
- Work with product owners and IT departments to deliver IT updates and implementations
- Assists in troubleshooting and resolving basic application issues with software vendors and IT Service Desk team, detailing the solutions for future reference
- Utilize JIRA to complete tasks and log software bugs with the Application Development Team
- Organize and attend meetings to support IT projects around requirements gathering, testing, project status updates, development and engineering troubleshooting

Experience:

- Student entering their Junior or Senior year of study in an IT or engineering-related major.
- Previous internship or related work experience preferred.

IHDA's Summer Internship Program Highlights:

- Paid Internship
- Open to college students (must be an actively enrolled undergraduate or graduate student at the time of applying)
- Full-time hybrid internship program that runs from June – August (typically 10 weeks)
- You will receive on-the-job training from industry experts
- Participate in workshops to gain insight on key departments at the Authority
- Participate in IHDA's Mentorship Program
- Attend outings to connect with fellow interns

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=495593&source=CC2&lang=en_US

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