

### **Business Analyst Operations Intern (\$19 per hour)**

Pittsburgh Regional Transit is seeking a Business Analyst Operations Intern to be responsible to assist, to elicit, analyze, validate, specify, verify, and manage the project requests from stakeholders, within Operations, for the Maintenance Division of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) the business analyst intern serves as an assistant to the Chief Maintenance Officer and is a conduit between Operations and Finance.

#### Essential Functions:

- Works with the Chief Maintenance Officer and Deputy Chief Maintenance Officer to document the department's vision, project scope, and financial budgeting on actuals vs. budget.
- Assist in maintaining several core Maintenance division databases and trackers and provide regular reports on their output.
- Assist in eliciting requirements for assignments, initiatives, or projects by using interviews, document analysis, business process descriptions, use cases, scenarios, event lists, business analysis, competitive product analysis, task and workflow analysis, and/or viewpoints.
- Attend department meetings to prioritize projects / initiatives.

#### Job requirements include:

- A college degree or be enrolled in a college degree program in Business Administration, Data Analytics, Engineering, Technology, Mathematics, Planning, or a related field of study. A Master's degree candidate is preferred.
- Ability to conduct thorough and organized research.
- Effective oral and written communication skills.
- Analytical and creative skills.
- Ability to effectively work as a team player.
- Ability to work independently and complete assigned tasks with minimal supervision.
- Demonstrated ability in the use of Windows and Microsoft Word and Excel.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Joe Sekely  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[JSekely@RidePRT.org](mailto:JSekely@RidePRT.org)  
EOE