



# EMPLOYMENT OPPORTUNITY

## Business Analyst

Part-time, May through October 31, 2022 (with the possibility of extension)

Hourly Rate: \$23.53 - \$31.52

Schedule typically daytime weekdays but varies according to season and activities at the Garden; weekend, and evening work may be required. Must be available to work any day of the week, including Saturdays, Sundays, and statutory holidays.

The University of Alberta Botanic Garden is a stunning 97 hectare (240-acre) property 15 minutes southwest of Edmonton. We are an award-winning visitor attraction and the largest botanic garden in Alberta. Our Strategic Initiatives team is a key part of the Garden team responsible for timely monitoring and reporting on Garden activities, working alongside colleagues to build cases that will allow for the optimal utilization of resources, and identifying opportunities for continuous improvement.

Reporting to the Finance and Human Resources Administrator, the Business Analyst is responsible for the timely tracking and analysis of business metrics relating to the UofA Botanic Garden's operations. The Business Analyst will work alongside and in collaboration with the Garden team to build cases and targets for programs, ensure they are operating on track, and identify opportunities for continuous improvement. The Business Analyst will also ensure processes are defined and documented. The areas of responsibility also include:

### DUTIES

- Monitoring metrics and ensuring timely reporting of these to team members
- Gathering critical information from meetings with various stakeholders and using this to produce useful reports
- Documenting and communicating the results of your efforts
- Effectively communicating your insights to cross-functional team members and management
- Providing hands-on support at any stage of the project lifecycle (initiating, planning, executing, controlling)
- Updating, implementing, maintaining, and tracking procedures and plans
- Support the Garden team regarding usage of our event management software.
- Timely preparation of deposits
- Other duties as required

### QUALIFICATIONS AND REQUIREMENTS

- An entrepreneurial spirit
- Minimum high school diploma
- Business Degree/Diploma/Certificate an asset
- Excellent communication and organizational skills
- Excellent customer service skills
- Ability to multitask and prioritize to take direction & provide direction
- Flexible schedule required – may involve some nights and weekends
- Intermediate knowledge of Google Business Suite
- First aid and CPR are an asset

### TO APPLY:

Send resume along with a cover letter stating position applied for to: [uabg.info@ualberta.ca](mailto:uabg.info@ualberta.ca)

**Application Deadline:** April 28, 2022



University of Alberta Botanic Garden  
Located in Parkland County, 5 km north of Devon on Hwy 60  
[botanicgarden.ualberta.ca](http://botanicgarden.ualberta.ca)

*We thank all applicants, however, only successful candidates will be contacted.*



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