



Products and people you can rely on

American Association of Insurance Services

630.681.8347 | 800.564.AAIS | Fax 630.681.8356

701 Warrenville Road, Suite 100 | Lisle, IL 60532

www.AAISonline.com

Agile Business Analyst

Purpose

The Business Analyst works with distributed teams in an Agile environment. Our agility crosses all teams including technology, marketing, graphic design, product development and actuarial. Work at AAIS is tracked through user stories in Rally.

Job Responsibilities

- Work closely with product managers to create Product and Technical Specifications in Excel and our new Product Delivery Platform based on AAIS program manuals in order to facilitate improved speed to market for our members.
- Work with Associate and Alliance Members to integrate AAIS programs into third-party software platforms (e.g. Guidewire) to make our programs more technically accessible.
- Perform competitive research and analysis on competing organizations, systems or processes and design approaches to capture new segments of customers.
- Elicit and document requirements for other product development and GLC efforts.
- Facilitate discussion, planning, decision making, and conflict resolution.
- Support the Product Owner, especially with respect to grooming and maintaining the product backlog.
- Provide support to the team using a servant leadership style whenever possible, and leading by example.
- Serve as Scrum Master for the Product and/or Program Integration teams.

Skills, Knowledge and Abilities

- Knowledge and application of servant leadership, facilitation, situational awareness, conflict resolution, continual improvement, empowerment, and transparency.
- Energetic and able to work long hours as needed around project deadlines.
- A strong sense of empathy.
- Multi-faceted problem solving abilities – you're highly analytical.
- Ability to interact successfully with stakeholders at every level of the organizations – AAIS, members, third-party vendors, industry standards bodies (e.g. ACORD) and others as necessary.
- Familiarity with Agile project management concepts and service delivery; experience with CA Agile Central (Rally) software a plus.
- Rock star organization skills – you pay attention to the details that others might overlook.
- Knowledge of Software Development Life Cycle (SDLC).
- Comfort with using new software.

Requirements

- Bachelors' Degree
- 3-5 years of experience as a Business Analyst; insurance industry experience a plus
- Extensive experience with Excel
- Experience with data visualization tools like Tableau
- Experience with Reference and/or Master Data Management solutions
- Exceptional oral and written communication skills, strong presentation skills and experience explaining technical concepts to business leaders

Resumes to:

Karen Sheridan
Director, Human Resources
Karens@aaionline.com