

**JOB TITLE: Systems Analyst Junior****Job ID:****Job Location:** Contractor location**Job Category:** Engineering

Athena Technology Group, Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state of the art command and control and information systems that deliver critical network centric solution to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team. Please contact Richard Volz (703 489-8263) at [info@athenatechgrp.com](mailto:info@athenatechgrp.com)

**Roles and Responsibilities:** ATG is currently seeking a Junior Systems Analyst to fill one full-time role in its Washington, DC metro area office. This position will support the Department of Veterans Affairs (VA), Veterans Experience Office (EVO), Multi-Channel Technologies' (MCT) Customer Information Services (CIS) Division. The Junior Systems Analyst provides business integration support for the deployment of maintenance updates to each of the CIS products. Perform data collection, modeling, analysis, documentation and product generation. Organize and translate data into information for studies, reports, and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings, and documentation of deliverables. Specific and additional tasks include:

- Verification of a successful installation of any hardware and software components and reporting of all deployment defects with suggested alternative resolutions
- Ensure every release has been coordinated with affected partners, communication has been provided in accordance with the Release Communication Plan
- Support notification and training of all identified stakeholders
- Obtain all required approval signatures
- Create a release communication plan
- Coordinate release planning
- Coordinate design and configuring of releases
- Coordinate release acceptance
- Conduct rollout planning
- Coordinate distribution and installation of releases; and
- Coordination with partners

**Soft Skill Requirements:**

- Strong verbal and written communication skills
- Organized with strong attention to detail and quality
- Self-motivated with an ability to think on ones feet
- Eager to learn and self-sufficient

**Qualification and Education Requirements:**

- Bachelor's (BA/BS) Degree.
- Minimum 4 years of experience supporting Business Analyst
- Proficient in Microsoft Tools Suite (Word, PowerPoint, Excel)
- Experience delivering projects in the VA giving them understanding and experience with full spectrum of Veteran data and VA OI&T processes is desired
- Exposure to CIS products desired- including Enterprise Veteran Self Services (EVSS), the VA Master

Person Index (VA-MPI), VA/DOD Information Repository (VADIR), the Veteran Identification Card (VIC), and Vet360.

- Ability to obtain a NACI clearance