

Learn and Earn - Eaton Vance IT Business Analyst Internship

Anticipated Start and End Dates:	January 4, 2021 – July 30, 2021
Job Address:	
Is Location MBTA Accessible?	
Hours Per Week:	40 hours per week
Preferred Days of Week:	
Work Hours:	
Pay Rate and Travel Stipend:	\$20 per hour and a one-time travel stipend
Internship Class:	INT-299 Internship Class will be taken during Spring 2021 semester

Organization Overview:

Eaton Vance Corp. is one of the oldest investment management firms in the United States, with a history dating to 1924. Eaton Vance and its affiliates offer individuals and institutions a broad array of investment strategies and wealth management solutions. The Company's long record of providing exemplary service and attractive returns through a variety of market conditions has made Eaton Vance the investment manager of choice for many of today's most discerning investors. By joining Eaton Vance, you'll become part of a company that has one of the best employee retention rates in the financial services industry. We offer competitive salaries, generous benefits, and tremendous opportunities for growth and development. If you do not see a position that fits your career objectives, please return to this site in the future as our hiring needs will change. We look forward to your becoming a part of our continued success!

Job Description:

The IT Business Analyst – Income Systems – Intern will be a member of a team focused on the support of a third-party portfolio analysis / trading system.

Primary Responsibilities:

- Analyze and document current state and future state workflows
- Define business requirements and specifications, and recommend best business practices
- Perform detailed data analysis and validation
- Work closely with Internal developers on production issues and enhancement requests
- Assist with preparation, coordination, and execution of User Acceptance Testing
- Design workflows for new data feeds
- Manage and work on multiple projects
- Manage the prioritization, logging and tracking of user related issues, defects, enhancements and work requests
- Act as relationship manager for investment teams on both internal and external investment applications
- Adheres to Eaton Vance policies

Basic Qualifications:

- Working towards an associate degree or equivalent in finance, technology discipline or equivalent experience
- Strong Excel skills
- Strong analytical skills

- Strong SQL skills
- Excellent verbal and written skills
- Ability to work effectively and efficiently with minimal supervision
- A demonstrated track record handling demanding user groups
- Tools used: Microsoft Excel, Word, Outlook, and SQL Server Management Studio.
- Willingness to learn and advance

Co-op/Internship Program Description

Along with providing a meaningful learning opportunity to students through their internships, Eaton Vance offers interns the opportunity to network and become immersed in our culture through our Lunch and Learn Series and Community Outreach.

Our Lunch and Learn series provides interns the opportunity to listen to presentations led by seasoned professionals in different areas of the firm, who share their insights and expertise. The Lunch and Learns are an excellent opportunity for interns to engage with leaders outside of their department and explore different topics related to the investment management industry.

Eaton Vance is deeply committed to serving our community. Interns will see this commitment first hand by participating in two community service events in the Boston area throughout their time here.

Commitment to Diversity

At Eaton Vance, we work hard to provide the resources, benefits, and support that will attract engaged and talented employees. Our goal is to nurture a workplace of caring individuals who embrace new challenges instilled with the firm's values of integrity, teamwork, creativity/adaptability, professionalism, client focus, and excellence.

To Apply:

Go to GradLeaders and apply today! <https://bhcc.edu/gradleaders>

Questions?

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