

## Learn and Earn - Eaton Vance IT Data Business Analyst Internship

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| 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 Data Business Analyst Intern will be part of a team working on investment data architecture across the business.

### **Primary Responsibilities:**

- Interrogate the database in order to test results and solve problems
- Reconcile data between multiple sources
- Work with developers to integrate and store data
- Take on other project tasks as assigned

### **Basic Qualifications:**

- Current student working towards an associate degree
- Attention to detail and proficiency with Microsoft Excel, Word and Outlook are required
- A basic understanding of databases and SQL
- Excellent interpersonal, verbal and written communication skills with the ability to collaborate and interact confidently with individuals at all levels
- Ability to work well in a fast-paced environment, and perform well under extreme time constraints and demands during emergency conditions
- Must be able to effectively communicate verbally and in writing with clients, co-workers, partners, and executive management
- Must be dedicated to a high degree of customer service with the ability to work well individually and as a part of a team

### **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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