

Eaton Vance – IT Business Analyst Intern



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| Target Majors: | IT, Finance |
| Intern Assignment: | IT Business Analyst |
| Number of Position Available: | 1 |
| Hiring Manager: | Aaron Burke |
| Job Address: | 2 International Pl, Boston, MA 02110 |
| Is Location MBTA Accessible? | Yes |
| Hours Per Week: | 35 |
| Preferred Days of Week: | 5 |
| Work Hours: | 9-5 |
| Pay Rate and Travel Stipend: | \$15.00 / Hr + Travel Stipend |

Company 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!

Basic Purpose:

The IT Senior 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:

1. Analyze and document current state and future state workflows
2. Define business requirements and specifications, and recommend best business practices
3. Perform detailed data analysis and validation
4. Work closely with Internal developers on production issues and enhancement requests
5. Assist with preparation, coordination, and execution of User Acceptance Testing
6. Design workflows for new data feeds
7. Manage and work on multiple projects
8. Manage the prioritization, logging and tracking of user related issues, defects, enhancements and work requests

9. Act as relationship manager for investment teams on both internal and external investment applications
10. Adheres to Eaton Vance policies

Job Requirements:

1. Working towards an Associate's degree or equivalent in finance, technology discipline or equivalent experience
2. Strong Excel skills
3. Strong analytical skills
4. Strong SQL skills
5. Excellent verbal and written skills
6. Ability to work effectively and efficiently with minimal supervision
7. A demonstrated track record handling demanding user groups
8. Tools used: Microsoft Excel, Word, Outlook , and SQL Server Management Studio .