

Eaton Vance – Data Business Analyst Intern



Target Majors:	IT, Computer Science
Intern Assignment:	Data Business Analyst
Number of Position Available:	1
Hiring Manager:	Des Gallacher
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 Data Business Analyst Intern will be part of a project team working on the construction and testing of a software product that supports the investment operations team.

Primary Responsibilities:

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

Job Requirements:

1. Current student working towards an Associate's degree

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