Position Description

TECHNOLOGY ASSOCIATE PROGRAM - CLASS OF 2016

THE COMPANY
Tracing our roots to 1928, Wellington Management Company, LLP is one of the world’s largest independent investment management firms. With US$939 billion in assets under management as of 31 March 2015, we serve as a trusted adviser to institutional clients and mutual fund sponsors in over 50 countries. Our innovative investment solutions are built on the strength of proprietary, independent research and span nearly all segments of the global capital markets, including equity, fixed income, multi-asset, and alternative strategies. As a private partnership whose sole business is investment management, our long-term views and interests are aligned with those of our clients. We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. As an Equal Opportunity Employer, we welcome people with diverse life experiences, fresh ideas, and specialized subject-matter expertise.

THE OPPORTUNITY
Wellington Management is seeking individuals to be part of the Technology Associate Program in the Information Technology (IT) department. Successful candidates will join a dynamic team in developing and maintaining Wellington Management’s suite of capital markets applications. These applications include real time trading systems, portfolio construction and analysis tools, compliance and regulatory rules engines, portals (client, hedge fund) and reports.

As a member of the IT team, the individual will fill one of five potential roles: Systems Analyst, Software Engineer, Information Security Analyst, Quality Assurance Analyst or Support Analyst. These roles have the following responsibilities:

Systems Analyst
- Work on a team consisting of Systems Analysts, Developers, QA Analysts and Support Analysts spanning across global offices and time zones
- Engage with business users such as Investors, Traders, or Client Relations to assess needs, understand workflows and propose solutions
- Create functional specifications and user requirements that outline enhancements, fix defects, and integrate with existing system architecture
- Partner with development teams to implement functional requirements and specifications
- Participate in testing efforts by preparing, reviewing, and executing Quality Assurance test plans
- Coordinate release plans and deliver strategic solutions on a periodic basis
- Ensure user acceptance by leading training sessions and gather continuous feedback
- Provide a high level of support by documenting new functionality and transferring knowledge broadly

Software Engineer
- Design, create, and support code for a world class suite of investment applications and their supporting infrastructure
- Work closely with business users and analysts to review strategic business solutions
- Collaborate and conduct code reviews with peers across time zones, detailing key choices made, and
practicing effective communication techniques

- Troubleshoot technical support issues in real time (impact to servers, storage capacity, network throughput, etc.) in conjunction with infrastructure teams
- Leverage key programming patterns and open source solutions where appropriate
- Look for opportunities to create sustainable, reusable components
- Detail release plans and coordinate with operations and support teams for production deployments
- Partner with project managers, technical and QA teams on estimates, status reports, planning, and quality assurance tasks

Information Security Analyst

- Assist in active cyber-attack investigations by gathering data from various IT systems, coordinating analysis between functional groups, and tracking issues to resolution
- Identify and deploy state-of-the-art security technologies and processes to ensure cloud-based data is secure
- Triage alerts and reports for attack patterns and other anomalous behavior, escalating for further investigation when necessary
- Assist in the support of advanced security technologies, such as next-generation firewalls, intrusion detection systems, and network analysis tools
- Identify opportunities to improve the firm’s security posture by assessing risk for internal and external systems and processes
- Support security awareness initiatives by customizing and distributing firm-wide training modules, as well as by delivering targeted educational sessions to specific departments
- Collaborate with technical and non-technical stakeholders to design and implement security controls to mitigate risk assessment findings
- Stay current with security news, such as high-profile data breaches and newly published vulnerabilities, to distribute awareness communication and implement proactive security controls as appropriate

Quality Assurance Analyst

- Collaborate with Business Analysts to define test strategy, detailed test plans, use cases and test cases
- Ensure requirements traceability throughout the systems development lifecycle
- Understand QA processes and systems development lifecycle methodologies including, but not limited to Agile
- Leverage various testing approaches including white-box, black-box, load testing, mobile testing, progression & regression testing, integration testing
- Execute test cases and document test results in HP Quality Center
- Work closely with engineers to review functional correctness and usability
- Partner with automation teams to develop and execute automated tests for various applications using tools such as QTP/UFT
- Coordinate with onshore and offshore QA Leads and testers on regression testing, defect status and reporting

Support Analyst

- Recognize user needs by understanding business workflows, identifying areas for improvement, and providing solutions to improve the end user experience within a core functional area
• Prevent technical and functional issues by implementing changes to improve processes, workflows, and applications
• Detect technical and functional issues by monitoring the health of applications, servers, network, and storage before they impact end users
• Respond to functional and technical questions from business users for a defined set of business applications (Compliance, Trading, Portfolio Accounting, etc.)
• Partner with teams of Project Managers, Engineers, and Quality Assurance Analysts to represent end user specifications on estimates, status reports, planning and quality assurance tasks
• Own application changes as new or improved applications are released to a production environment and provide support throughout the applications’ lifecycles

In addition, all roles will have the following core responsibilities:
• Stay current with evolving technology and industry trends to ensure continuous improvement to the existing applications and processes
• Use creative thinking to bring independent thoughts and ideas, to find not only a solution, but the best solution for the business
• Manage individual workload, making appropriate trade-offs where necessary

QUALIFICATIONS
The ideal candidate must have excellent time management and communication skills. Specific requirements include:
• Undergraduate degree with a concentration in technology, management, engineering, finance, or computer science is preferred
• Experience in at least one of the following areas:
  o Systems analysis, including requirements gathering, user stories and test planning
  o Software engineering, including design patterns, programming languages and constructs
  o Business decision making, including critically analyzing business processes and using technical skills to propose solutions and enhancements
• Detail-oriented and ability to work in a team-oriented, fast-paced environment
• Ability to learn new concepts and subjects quickly
• Aptitude for solving complex technical or functional problems
• Excellent verbal and written communication skills
• Minimum GPA requirement of 3.0

APPLICATIONS
Wellington Management is a great place to start your career, our strong culture of being non-hierarchical, informal, and entrepreneurial has led to low turnover and strong mentorship. We are a meritocracy and have a performance driven approach to compensation and career progression. Wellington Management seeks excellence in the people we employ and the products and services we offer. We seek to be a leader, an innovator and a symbol of integrity in the investment management industry.

Please apply via the link below:
https://www.wellington.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=4077&CurrentPage=1

Application deadline: 28 October 2015
Complete applications include:
- Resume
- Unofficial transcript *(condensed to 3 pages or less)*
- Response to the case study *(email undergradrecruiting@wellington.com for case study questions)*

All documents should be submitted in PDF format and include your name at the top of each page.

Please join us for an Open House at our Boston office on Wednesday, October 7, 5:00 pm – 7:00 pm to learn more about the program. If you are interested in attending please email undergradrecruiting@wellington.com.

**INTERVIEW PROCESS**
Applications will not be reviewed until after the application deadline. Candidates will be notified by November 6 if they are invited to interview. All interviews will be held on November 20. Offers will be extended in December. The start date for the program is July 11, 2016.