



2024 Associates Program

MBA Business & Quality Analyst. R0027192

You've always been curious, inventive and driven toward success. That's just who our Associates Program is intended for - high-achieving students who believe learning is a lifetime pursuit. Individuals who want to make their mark, push innovation and create lasting success, are exactly who we're looking for at SEI. www.seic.com

About the Associates Program

We've designed our Associates Program for people like you. Through an intensive twelve-month program which includes career planning workshops, challenging group project work and great networking events, you'll have support, exposure to senior management and the opportunity to contribute right away. You'll be able to:

- Learn what teamwork and leadership means at SEI during your **week-long orientation program**
- Strengthen your business acumen and gain skills for success through **weekly classroom-style sessions**
- Work on a **strategic project** in a team setting to add tangible value to SEI and to develop your presentation skills
- **Receive regular coaching** and support to help you formulate your career goals
- **Network with employees** across the organization, many of whom have graduated from the program
- **Get to know your fellow associates** during fun networking events and teambuilding exercises
- **Get to know yourself** and graduate from the program with a deep understanding of how to best leverage your strengths in order to maximize your impact

What you'll do

As a member of the SEI Technology Scrum Teams, the Business and Quality Analyst will work with various solution and product managers in defining, building and testing the functional requirements to support SEI's technical platforms (client, intermediary and operational) and processes.

These platforms and processes include:

- Client platform: the technology and business processes that support SEI business units.
- Intermediary platform: the technology and business processes that support SEI's intermediaries (advisors, enterprise and bank).
- Operational platform: the technology and business processes that supports SEI's middle office operational unit.
- Relationship management collaboration: any process and technology (including mobile and web) that allows the interaction between the different interested parties using SEI's platforms (operations, intermediary, relationship management and end-investor).
- Enterprise Architecture: the databases, workflow, rules engines and business components that constitute SEI's leveraged Enterprise Architecture.
- Integration to back office processing systems (SEI's and others).
- Integration of third party portfolio management and analytic systems.

Note: Graduate students may be eligible for a rotational program, which enables candidates to work on up to four different teams during their first two years at SEI.

Responsibilities During Development Phases:

- Active participation on a Scrum Team following all facets of the Scaled Agile Delivery Process.

- Participate in the new client implementation process, specifically to focus on identifying, verifying and documenting data mapping requirements from client and our legacy source systems.
- Work with development project teams with regards to user stories, quality assurance acceptance criteria, and product rollout.
- Support execution of data conversion and/or configuration, including data trials and model office activities.
- Interaction with prospects, clients and industry representatives in gathering business requirements and ensure that end deliverables meet original client needs.
- Document/communicate key decisions, open issues, case studies, workflow and functional requirements.
- Support Scrum Masters, Product Owners and senior level analysts on various projects.
- Drive Quality Assurance with creation and execution of acceptance tests as needed.

Position Requirements

- Masters degree in Finance, Accounting, Mathematics, Economics, IS/IT with business emphasis, or related field required
- Minimum GPA of 3.5 or above
- Strong proficiency in MS Office Suite, including Word, Excel, Project, and Visio
- Must be eligible to work in the U.S.
- We reserve the right to exercise discretion with respect to the candidates who we will sponsor for work visas. For this role SEI is not hiring individuals who require sponsorship for work visas for employment or continued employment now or anytime in the future.

Attributes we value:

- Internship experience preferred within financial management organization
- Self-motivated with an ability to prioritize multiple tasks
- Project management skills
- Ability to develop a strong internal network across the platform
- Excellent collaboration, communications, negotiation, and conflict resolution skills
- Ability to think creatively and seek optimum solutions
- Diagnostic skills with the ability to analyze technical, business and financial issues and options.
- Ability to infer from previous examples, willingness to understand how an application is put together
- Ability to deal with ambiguity and quickly adapt to change
- Action-oriented with the ability persevere when faced with obstacles
- Ability to grasp loosely defined concepts and transform them into tangible results and key deliverables
- Excellent collaboration, communications skills with the ability to develop a strong internal network across teams
- Someone who will embody our SEI Values of courage, integrity, collaboration, inclusion, connection and fun. Please see our website for more information. <https://www.seic.com/>

Location and Travel:

This position will be a hybrid role based at our corporate headquarters in Oaks, PA.

SEI's competitive advantage:

To help you stay energized, engaged and inspired, we offer a wide range of benefits including a comprehensive care for your physical and mental well-being, strong retirement plan, tuition reimbursement, hybrid working environment, support for working parents and Flexible Time Off (FTO) so you can relax, recharge and be there for the people you care about.

Benefits include healthcare (medical, dental, vision, prescription, wellness, EAP, FSA), life and disability insurance (premiums paid for base coverage), 401k match, tuition reimbursement, commuter benefits, 11 paid holidays/year, 21+ days paid time off/year pro-rated, paid parental leave, discounted stock purchase plan, and investment options.

We are a technology and asset management company delivering on our promise of building brave futuresSM—for our clients, our communities, and ourselves. Come build your brave future at SEI.

SEI is an Equal Opportunity Employer and so much more...

After over 50 years in business, SEI remains a leading global provider of investment processing, investment management, and investment operations solutions. Reflecting our experience within financial services and financial technology our Oaks, PA office encompasses an open floor plan and numerous art installations designed to encourage innovation and creativity in our workforce. We recognize that our people are our most valuable asset and that a healthy, happy, and motivated workforce is key to our continued growth. At SEI, we're (literally) invested in your success. We offer our employees paid parental leave, back-up childcare arrangements, paid volunteer days, education assistance and access to thriving employee networks.

SEI is an equal opportunity / affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.