

A TRUSTED ADVISER
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TO CLIENTS WORLDWIDE

WELLINGTON
MANAGEMENT®



WELLINGTON MANAGEMENT LLP

Tracing our roots to 1928, Wellington Management Company LLP is one of the world's largest independent investment management firms. With US\$937 billion in assets under management as of 30 June 2015, we serve as a trusted adviser to institutional clients and fund sponsors in over 50 countries. Our investment solutions are built on the strength of proprietary research and span nearly all segments of the global capital markets.

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.

We seek excellence in the people we employ and the products and services we offer. We seek to be a leader, an innovator and symbol of integrity in the investment management industry.

Business Associate Program — Class of 2016

Your career path

The Business Associate program is an exciting pathway into our firm for candidates who are interested in the variety of career opportunities available in the investment management industry. This three-year program will help you gain insight into our industry, firm and culture, as well as, knowledge of the many different business divisions. Upon completion of the program, you may be placed into positions across the firm that are complementary to your skills, interests, and fulfill a business need.

Training and development

We expect new entrants to join the Business Associate Program in July 2016. During your first two and a half weeks with us, you will be assimilated into the company through our Base Camp Development Program. This program is designed to equip you with new skills and knowledge of our clients, industry, firm, and culture while developing a strong internal network that will set you up for a successful transition into the firm. By investing in your personal growth on day one, you will help us continue to exceed our client's expectations.

Roles for 2016:

- Asset Allocation
- Finance & Administration
- Fixed Income Quantitative Research
- Global Relationship Group
- Hedge Funds
- Human Resources
- Investment Administration
- Investment Products & Strategies
- Legal & Compliance
- Trading



An open, collaborative culture is central to our investment process. The Morning Meeting at Wellington Management is one of the key venues in which this culture is put into action.

Qualifications

- Demonstrated passion for investment management.
- 3.3 GPA or above.
- Bachelor's degree (graduating fall 2015 – spring 2016)
- Demonstrated cross-cultural skills (e.g., foreign language skills).
- Familiarity with diverse cultures and the ability to collaborate within a diverse environment.
- Demonstrated accomplishments in academics, community service and/or extracurricular activities.
- Highest ethical standards and integrity.
- Demonstrated resourceful creative thinker and problem solver.
- Geographic flexibility with global mindset.

Skills

- Sharp analytical and problem-solving skills with ability to synthesize information.
- Superior written and verbal communication skills.
- Proficiency in Microsoft Office, specifically in Excel.
- Highly motivated self-starter with a high aptitude for research and inquiry.
- Ability to effectively collaborate within and across groups geographically while building and maturing strong working relationships globally.
- Well organized and detail-oriented.

Application

All role details are located on our website's career page under campus. Please apply separately to all positions you are interested in. The following documents must be submitted in PDF format with your application:

- Résumé
- Statement of interest that addresses why you are interested in exploring a career at Wellington Management and what positions you are most interested in
- An unofficial transcript

Deadline to apply is 15 October 2015 at 9:00am EDT

Applications will not be reviewed until after the application deadline.

Interview Process

Candidates will be notified in early November if they are invited to interview. All interviews will be held mid-November. Offers will be extended shortly after. The start date for the program is July 2016.

Other Campus Programs

Wellington also offers full time positions within our Investment and Technology divisions.

■ Launch Research Associate

- Up to a five-year opportunity in Investment Management. As a Launch Research Associate, you will experience a series of multiple rotations and play a critical role in assisting experienced analysts and portfolio managers in conducting research and implementing their investment process.

■ Technology Associate

- An opportunity in Information Technology. A Technology Associate will join a dynamic team in developing and maintaining Wellington Management's suite of capital markets applications.

Please visit our careers page for more detailed information on our programs or e-mail undergradrecruiting@wellington.com.

Interested candidates should apply through our career page:

<https://www.wellington.com/en/join-us>

Wellington Management Company LLP is committed to providing equal employment opportunities for all qualified persons without regard to race, color, sex, sexual orientation, age, religion, nationality, ancestry, handicap, or veteran status.

Position Description

WELLINGTON
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BUSINESS ASSOCIATE PROGRAM – CLASS OF 2016

THE COMPANY

Tracing our roots to 1928, Wellington Management is one of the world's largest independent investment management firms. With US\$936 billion in assets under management as of 30 June 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.

OUR CULTURE

Wellington Management Company LLP is a great place to start and grow your career. We believe our firm is an excellent place to begin a career in the investment management field, and some of the most influential leaders in our firm were recruited directly from colleges and universities. We actively seek to hire undergraduate students who will learn, grow and work with us for years to come. At Wellington Management, we seek to be a leader, an innovator, and a symbol of integrity in the investment management industry by welcoming smart, hard-working, and intellectually curious individuals to join our firm. Our strong culture - non-hierarchical, collaborative, and entrepreneurial - has led to low employee turnover and strong employee mentorship.

GROWTH AND DEVELOPMENT

Wellington Management does not believe in a one-size-fits-all career path, and we will work with you to meet your long-term career aspirations. Our goal is to help you develop and evolve into a top performer in whatever field you choose - there are no restrictions on your ability to pursue a new direction. Demonstrate your exceptional ability and promise, and continually seek out knowledge, skills, and insight, and you will secure a promising future in our firm.

We expect new entrants to join the Business Associate Program in July 2016. During your first two and a half weeks with us, you will be assimilated into the firm through our Base Camp Development Program. This program is designed to equip you with new skills and knowledge of our clients, industry, firm, and culture while developing a strong internal network that will set you up for a successful transition into the firm. By investing in your personal growth on day one, you will help us continue to exceed our client's expectations.

BUSINESS ASSOCIATE ROLES

The Business Associate program is an exciting pathway into our firm for graduating Bachelor's students who are interested in the variety of career opportunities available in the investment management industry. This three-year program will help you gain insight into our industry, firm and culture, as well as, knowledge of the many different business divisions. Successful candidates for the BA program are high-performing, talented students who are intellectually curious and self-motivated. Upon completion of the program, you may be placed into positions across the firm that are complimentary to your skills, interests, and business need.

CURRENT 2016 OPPORTUNITIES:

- Finance & Administration
- Fixed Income
- Global Relationship Group
- Human Resources
- Investment Administration
- Investment Products and Strategies
- Investment Research
- Investment Services
- Legal & Compliance
- Wellington Hedge Management

Finance & Administration

Finance and Administration Group

The **Finance and Administration group** is a global team comprised of 8 departments: Corporate Services and Program Management, Global Controller, Financial Operations and Analysis, Financial Planning and Reporting, Global Tax Services, Operational Risk Management, Treasury, and Real Estate.

The **Business Associate** role in Finance and Administration will be a rotational opportunity, spending one year each in Global Accounting, Financial Planning and Reporting, and Financial Operations and Analysis. The Business Associate will be responsible for accounting duties related to the monthly accounting close for Wellington's legal entities. The individual will also have exposure to financial reporting, reconciliation and accounting controls and policies. This role is part of a team which provides analytics and reporting to senior management across the firm. The position will work closely with other areas of Finance as well as the Global Relationship Group, Product Management, Portfolio Management and Investment Research.

Fixed Income

Fixed Income Quant Research

The **Quantitative Research Group** is currently seeking to recruit a Fixed Income Quantitative Associate to help research, develop, and implement, fixed income portfolio strategies and associated applications. Specifically, the group is tasked with creating investment solutions for institutional clients that are innovative, low-turnover, and value-added.

The **Business Associate** will be expected to be a proficient research assistant. Explicitly this means that they must be a strong programmer, have a deep proficiency in mathematics, and they must be a creative problem solver who can work productively without close supervision. Responsibilities include manipulating large data sets, performing research, developing quantitative decision rules, and monitoring performance of existing strategies.

Global Relationship Group

Client & Prospect Communications (CPC) Group

The **Client & Prospect Communications Group** contributes to Wellington Management's mission by creating client, prospect and consultant materials that support the growth and servicing of our business globally. We are responsible for RFPs, RFIs, marketing materials, consultant databases, client reporting, presentation materials, publishing, and the processes and workflows required to support them. Our team is undergoing a multi-year plan to transform how we increase consistency of information, improve our scalability and efficiency, ensure our materials meet client expectations, and reduce risk.

As a **Business Associate**, you will have the opportunity to rotate within our sub-groups; the CPC Investment Reporting Group and the CPC Investment Services Group. Through these rotations, you will develop valuable skills that are critical to servicing and retaining our clients as well as producing key deliverables to prospects. By ensuring our investment communications materials consistently reflect our brand and messaging, you are reinforcing our firm's strength in our industry.

Americas Institutional Group

The **Americas Institutional Group** is responsible for strengthening and growing our prospect, client, and consultant relationships around the world. With over \$900 billion in assets under management, Wellington serves a diverse mix of institutional investors, including public funds, central banks, insurance entities, endowments and foundations, mutual fund sponsors, and retirement plan sponsors, across fifty different countries. We strive to exceed the service expectations of our clients, act as a good steward of our firm resources, and partner with Wellington Management's Portfolio Managers and Investment Directors to customize investment solutions to meet the unique investment objectives of our clients and prospective clients.

As a **Business Associate**, you will help to support our US Institutional client service efforts by working across a wide range of business and client-related activities including, general client service and reporting, meeting oversight and preparation of presentation materials, and ad-hoc analysis from both internal and external constituents. Given the nature of the position, the business associate will have frequent cross-functional interaction with our Legal, Tax, Finance, Product Management and Trust Company colleagues. This role is well-suited for someone who has an interest in investments and markets, strong interpersonal, verbal and written communication skills, and a client service orientation.

Human Resources

Human Resources Division

The **Human Resources Division** is responsible for overseeing and providing a broad range of services and programs to the firm globally while supporting business operations. Human Resources continually evolves to keep pace with the needs of our clients, our firm, and our employees. Our main functions include benefits and compensation, relationship management, and talent development and acquisition. One of the main missions of Wellington's HR division is to develop, manage, and maintain our company's culture.

The **Business Associate** will work across various strategic areas of Human Resources including talent acquisition, learning and development, employee relations, compensation and benefits, and diversity and inclusion. The BA will contribute to our five areas of strategic focus: attract, assess, and onboard exceptional talent; develop great leaders, managers, and professionals; create a feedback culture and succession pipeline; engage, appreciate, and reward our people; and lastly advance our business, globalization, and diversity and inclusion. The role will include up to three years of rotational assignments within several functional areas of HR. This opportunity will provide the BA with the experience, knowledge and skills in a progressive and dynamic business environment intended to develop and prepare HR professionals to be future HR leaders.

Investment Administration

Investment Data and Derivative Services Team

The **Investment Data & Derivative Services Team** has primary responsibility for implementing Wellington Management's Reference Data Procedures. IDDS works closely with Portfolio Management, Trading, credit analysts, Legal & Compliance, Information Technology, market data vendors, and broker/dealers to maintain accurate and complete reference data.

As a **Business Associate** within IDDS, you will be working as part of a global team interacting with a broad array of functional areas at the firm. The core responsibilities include ensuring accurate modeling of the firm's assets, subsequent data maintenance, and derivative support. The BA will provide assistance with daily responsibilities related to a variety of instruments including Equity IPO's, Private Placements, OTC Derivatives, and various types of Fixed Income securities.

Investment Products and Strategies

Investment Analytics & Communications Team

The **Investment Analytics Team** was formed to create focused, insightful, timely, and flexible analytics for use across the firm. We increase work efficiency and scale via automated business reporting solutions. We enhance market, investment, business, and competitive intelligence to more effectively prepare our personnel for client, consultant, and prospect meetings and to better position our products in the marketplace. Our produced materials and analyses better position Wellington Management to win and retain business.

The role of the **Business Associate** is to support and enhance the broad research and data analytics efforts of the Investment Analytics team. By joining our team, you will be involved in the day-to-day activities of Investment Analytics across a range of areas, and will collaborate with various business units across the firm. In addition, a portion of your time will be dedicated to working directly with one of the Product Management teams (Equity, Fixed Income, or Asset Allocation/Alternatives).

Investment Research

Asset Allocation Strategies Group

The **Asset Allocation Strategies Group** partners with clients globally to address investment challenges through innovative multi-asset research. The strategic team researches long-term asset allocation themes, including capital market expectations and issues of overall portfolio structure, in order to assist clients with long-term strategy and policy issues. The strategic team is also responsible for developing multi-asset class solutions to meet particular risk and return objectives for prospects and clients and for monitoring and adapting these solutions to address the changing capital market environment.

The **Business Associate** will work with the strategies group to support development of marketing materials and compliance, create competitive analysis of other providers, develop industry insights by strategy and client channel, and learn to perform AA investment modeling and analysis. All these responsibilities work across multiple groups for exposure to many areas of the firm and investment management.

Asset Allocation Tactical & Global Derivatives

The Business Associate will work alongside both the **Asset Allocation Tactical group and the Global Derivatives group**. The Asset Allocation group works directly with the Global Manager Risk platform which provides a risk balance approach to investing across a range of asset classes. The BA will work directly with the suite of products in this platform that are quantitatively designed and centered on targeted volatility. The Global Derivatives group implements derivative-based strategies across the firm. They manage assets across a wide array of products and serve as an advisor and subject matter expert in derivative strategies.

The **Business Associate** will work with both teams as needed on projects and daily tasks. Responsibilities include quantitative research on portfolio returns, reporting and monitoring accounts and targets, analysis of strategies for derivative marketing, etc.

Investment Services

Trade Administration Team

In **Trading Administration**, you will be availed the unique opportunity to learn all aspects of Trading and Trading Administration. You will be based in our Boston office and report directly to the Senior Managers of US Fixed Income and Equity Trading Administration. Through our program's rotations, you will acquire knowledge about operations/settlements, relationship management, security evaluation and the global trading of Fixed Income and Equity securities.

The **Business Associate** will rotate through multiple groups gaining exposure to many areas of trade administration including market analysis, research services, fixed income, equity trading, derivative trading, and investment risk. Responsibilities include developing an understanding of trade administration and developing your understanding of Bloomberg.

Trade Research, Quantitative

In **Trading Research**, you will be availed the unique opportunity to learn all aspects of Quantitative Research. You will be based in our Boston office and report directly to the Senior Managers of US Fixed Income and Equity Trading Administration. Through our program's rotations, you will acquire knowledge about operations/settlements, relationship management, security evaluation and the global trading of Fixed Income and Equity securities.

The **Business Associate** will rotate through multiple groups gaining exposure to many areas of trade administration including market analysis, research services, fixed income, equity trading, derivative trading, and investment risk. Responsibilities include developing an understanding of quantitative research, understanding of financial markets, and daily quantitative analysis.

Legal and Compliance

Regulatory Compliance Group

The **Regulatory Compliance Group** within Legal and Compliance is responsible for providing broad based compliance support across all business areas, including portfolio management and trading, distribution and marketing, forensic and compliance testing, Code of Ethics, training, and error resolution. Working collaboratively with business colleagues around the globe, we help Wellington Management comply with the rules and regulations affecting its business operations worldwide.

The role of the **Business Associate** in the Regulatory Compliance Group is to support and enhance our compliance program. You will be involved in the day to day activities of the group and work on a wide range of compliance matters, such as our insider trading forensic testing program, equity and fixed income trading support, and privacy and other compliance initiatives.

Wellington Hedge Management

Hedge Fund Management Group

The **Hedge Fund Management Group** is responsible for the business and investment oversight of all hedge funds offered and sub advised by Wellington Management affiliates. By broadly supporting these business management and client service needs, we help ensure Wellington Management Company (WMC) continues to exceed the investment objectives and service expectations of our clients worldwide. Our team thrives in a fast-paced, collaborative, and friendly environment. We currently support 20 hedge fund approaches for over 1,000 clients. To ensure our efforts are in line with the firm's overall mission of excellence, we work collaboratively with our hedge fund investors, prospects, and broad WMC functional disciplines – in particular, Hedge Fund Administration, Legal Services, Tax Services, portfolio management, and our Global Relationship Group. With our high degree of respect for each other, we value creative thinking and problem solving approaches to ensure our group offers exceptional results.

As a **Business Associate** in the Hedge Fund Management Group, you will work on a wide range of business and investment-related activities including fund risk analytics, client service, client reporting, marketing, working with external vendors, and inter-departmental projects. This role is well-suited for someone who is seeking to learn about different aspects of business management and the hedge fund industry.

QUALIFICATIONS

- Demonstrated passion for investment management
- 3.3 GPA or above
- Graduating with a Bachelor's degree
- Demonstrated cross-cultural skills (e.g., foreign language skills)
- Familiarity with diverse cultures and the ability to collaborate within a diverse environment
- Demonstrated accomplishments in academics, community service and/or extracurricular activities
- Highest ethical standards and integrity
- Demonstrated resourceful creative thinker and problem solver
- Geographic flexibility with global mindset.

SKILLS

- Sharp analytical and problem-solving skills with ability to synthesize information.
- Superior written and verbal communication skills.
- Proficiency in Microsoft Office, specifically in Excel.
- Highly motivated self-starter with a high aptitude for research and inquiry.
- Ability to effectively collaborate within and across groups geographically while building and maturing strong working relationships globally.
- Well organized and detail-oriented.

APPLICATION PROCESS

Qualified candidates should submit their resume, statement of interest, and unofficial transcript via the job application page under campus: <https://www.wellington.com/en/join-us>

Please apply separately to any and all positions of interest. Indicate your preferred position(s) by ranking them in your statement of interest. All documents should be submitted in PDF format.

Deadline to apply is 15 October 2015 at 9:00am EDT

INTERVIEW PROCESS

Candidates will be notified of their candidacy after the application deadline. All interviews will take place over two days, November 9th and 10th. Offers are extended shortly after. The start date for the program is July 11, 2016.

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Technology Associate Program - Class of 2016

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 & 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.

Your Career Path

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

- 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
- Ensure user acceptance by leading training sessions and gather continuous feedback

Software Engineer

- Create development approach leveraging implementation patterns and open source solutions where appropriate
- Develop unit and integration test modules, components, and services
- Work closely with the users and analysts to review implementation solutions where necessary
- Determine impact to servers, network, and storage capacity and throughput in conjunction with infrastructure delivery teams

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
- Assist in the support of advanced security technologies, such as next-generation firewalls, intrusion detection systems, and network analysis tools
- 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
- Leverage various testing approaches including white-box, black-box, load testing, mobile testing, progression & regression testing, and integration testing

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 systems analysis, software engineering, or business decision making.
- Detail-oriented and ability to work in a team-oriented, fast-paced environment
- Aptitude for solving complex technical or functional problems
- Minimum GPA requirement of 3.0

Application

Deadline to apply is 28 October 2015 at midnight. Interviews will be held on November 20 with offers extended shortly after. The start date for the program is July 2016.

Interested candidates should apply through our career page:

<https://www.wellington.com/en/join-us>

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
- Respond to functional and technical questions from business users for a defined set of business applications (Compliance, Trading, Portfolio Accounting, etc.)

Other Campus Programs

Wellington also offers full time positions within our investment and business divisions.

■ Launch Research Associate

- Up to a five-year opportunity in Investment Management. As a Launch research associate, you will experience a series of multiple rotations and play a critical role in assisting experienced analysts and portfolio managers in conducting research and implementing their investment process.

■ Business Associate

- A three-year opportunity in various business areas of investment management. As a business associate, you will gain exposure to our industry, firm, and culture.

Please visit our careers page for more detailed information on our programs or e-mail undergradrecruiting@wellington.com.

Wellington Management Company LLP is committed to providing equal employment opportunities for all qualified persons without regard to race, color, sex, sexual orientation, age, religion, nationality, ancestry, handicap, or veteran status.

www.wellington.com



Position Description

WELLINGTON
MANAGEMENT*

TECHNOLOGY ASSOCIATE PROGRAM - CLASS OF 2016

THE COMPANY

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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

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- 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:
 - Systems analysis, including requirements gathering, user stories and test planning
 - Software engineering, including design patterns, programming languages and constructs
 - 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.