

NORTH AMERICA

OPERATIONS: SUMMER ANALYST

Operations is the front line of defense for Morgan Stanley's financial well-being. One of the largest divisions in the Firm, Operations has diverse responsibilities including correctly settling and recording millions of transactions per day, identifying and mitigating all operational risks, developing strong client relationships and partnering with the latest advancements in technology to realize the full potential of IT and e-solutions. Throughout, we continually seek ways to improve while actively supporting the development of new businesses, structures and markets.

PLACEMENT AND DURATION. The Operations Summer Analyst program is a paid internship designed to educate participants about the Operations team and the Firm. Summer Analysts are part of a 10-week program from June to August and are placed with a specific group best aligned to their skills and interests. Summer Analysts will have support and supervision from experienced Operations professionals throughout their assignments.

TRAINING PROGRAM. Summer Analysts will participate in an induction day, which provides an overview of the Firm. Summer Analysts work closely with colleagues to process complex transactions, solve operational problems, respond to business issues and client needs, assist in risk management, conduct revenue analysis and participate in Firm re-engineering projects. Throughout the Program, Summer Analysts will participate in networking/social events, community service events, senior management speaker series, professional skills training, team projects and mentor networking events.

RESPONSIBILITIES

- Trade capture, enrichment and confirmation, position reconciliation: To learn key processes in the life cycle of a trade from deal capture to the final settlement, and then identify and resolve trading breaks from discrepancies dealing with security information, trading date and settlement date, executed quantity, taxes, commission, prices and settlement locations.
- Data mining, business analysis, modeling/reporting and documentation: Be responsible for the preparation and compilation of daily/weekly/monthly metric dashboards ensuring that thorough business analysis is performed and that accurate business requirements are documented in accordance with banking regulation and internal policy.
- System testing: Use systems effectively and efficiently to mitigate risk, and develop strong relationships with IT colleagues to design, develop and test/implement technology platforms to deliver solutions to business requirements.
- Teamwork: Collaborate with team members of all levels to complete daily tasks, share market and systems knowledge; develop best practice methodologies and approaches for business analysis; issue follow-up and escalation.
- Developing relationships with clients (i.e., Counterparties, Traders, Origination, Legal, Credit, IT and Controllers): Understanding the priorities of stakeholders to ensure that business needs are met, protecting client confidentiality will be essential, as well as addressing adhoc requests in a timely fashion.

QUALIFICATIONS/SKILLS/REQUIREMENTS

- You are a rising undergraduate junior or sophomore pursuing your Bachelor's Degree; all majors (disciplines) are encouraged to apply.
- You have a minimum cumulative 3.0 GPA.
- You have excellent leadership, interpersonal and communication skills.
- You possess strong attention to detail, and analytical and problem-solving skills.

APPLICATION PROCESS & DEADLINES. Students must apply online at www.morganstanley.com/careers. If Morgan Stanley recruits on your campus, you may also be required to apply through your school's on-campus system.

CONTACTS. For questions, contact MSCampusRecruiting@morganstanley.com.

Morgan Stanley's goal is to build and maintain a workforce that is diverse in experience and background but uniform in reflecting our standards of integrity and excellence. Consequently, our recruiting efforts reflect our desire to attract and retain the best and brightest from all talent pools. We want to be the first choice for prospective employees.

It is the policy of the Firm to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, creed, age, sex, gender, gender identity or expression, sexual orientation, national origin, citizenship, disability, marital and civil partnership/union status, pregnancy (including unlawful discrimination on the basis of a legally protected pregnancy/maternity leave), veteran status, genetic information or any other characteristic protected by law.

Morgan Stanley is an equal opportunity employer committed to diversifying its workforce (M/F/Disability/Vet).

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