



2023 Internship Program

# Technology Track Job Descriptions.

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### **SEI Atlas Scrum Master/Project Manager**

SEI Atlas team is looking for an enterprising Scrum Master to join our development group. You will be working as a part of a fast moving startup team to Scrum manage a globally dispersed agile development team. SEI Atlas is an entrepreneurial venture within SEI. The team is currently working on building a Wellness and Benefits advice for SEI employees & to take it to market as a sellable product in 2023.

### **Design Analyst**

As a Design Analyst you will be responsible for working in the Platform Design Team focusing on doing market practice research in areas of Securities Trading. In addition the intern will work with Operations, Platform and Solutions teams and other stakeholders to review the user needs against the market practice research.

### **ERM Cybersecurity Analyst**

The Enterprise Risk Management (ERM) Team is SEI's centralized unit responsible for identifying events or circumstances relevant to the organization's risks and opportunities, assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring progress against that response strategy. SEI's ERM Team is currently organized around five risk functions: Operational Resilience, Third Party Risk Management, Information Governance, Insider Threats, and Corporate Insurance. The team also has two additional specialized risk analysts who focus on financial modeling, counterparty risk, scenario analysis, geo-political risk, and Environmental, Social, & Governance (ESG) related risks. SEI's Third Party Risk Management Program is responsible for identifying, assessing, mitigating and monitoring the risks presented by SEI's various business arrangements and relationships with Third Parties. "Third Parties" include traditional vendors, financial market utilities, affiliates and subsidiaries, strategic alliances, preferred partners, referral arrangements, collaborative partnerships, independent contractors, and other non-traditional arrangements. The Cybersecurity Analyst will work primarily with SEI's Third Party Risk Management Program and Vendor Management Office. Key responsibilities will include the following:

- Managing the collection of Information Security due diligence artifacts on SEI's vendors
- Evaluating the Information Security and cybersecurity posture of SEI's vendors
- Interacting with SEI's Information Security team with regard to vendor cybersecurity issues
- Documenting results of vendor Information Security reviews in SEI's Vendor Management System
- Actively participating in monthly Vendor Management Committee meetings

### **Technology QA**

SEI Private Wealth Management helps individuals and families build and execute wealth management strategies based on their unique goals. By leading clients through our proprietary discovery process, SEI helps them identify, articulate and prioritize goals; track financial resources; and organize those resources against their stated goals. SEI tracks clients' progress towards their goals so they are empowered to make effective and impactful decisions around their wealth. The technology solutions team is responsible for the creation and maintenance of PWM infrastructure, technology and processes to support value proposition to HNW and UHNW clients. In this role, you will work directly with the Technology Director on relevant projects. Responsibilities will be to test new technologies, sit in on development meetings and support daily maintenance issues.

### **Corporate IT and Asset Management**

The SEI Corporate IT teams are responsible for ensuring all SEI personnel are able to produce for the company by ensuring they have working systems including hardware and software. This position would be responsible for working closely with the SEI Service Desk managed service analysts and the SEI Hardware team to procure, track, configure, and distribute equipment in the SEI Oaks location. This would be a hands-on position with technology as well as the Asset Management Database system. These assets are essential to keeping all personnel working. SEI assets are also a liability to the company due to the sensitivity of the data that can be contained within. The Assets at SEI need tracking and ownership. Audits of the assets are performed to ensure each person has the proper assets assigned to them. We also perform break fix repairs of the various laptops, port replicators, and peripherals as needed. This is hands on training with the various assets and the asset management inventory system. This role will introduce you to many aspects of Corporate IT responsibilities including documentation and communication.

### **Azure Cloud Specialists**

SEI Sphere provides technology services to a wide array of clients, with a focus and particular emphasis on cybersecurity, privacy, and maintaining the confidentiality, integrity, and availability of information systems. Our three main services include cybersecurity protection, network monitoring, and public cloud hosting. The individual(s) in this position will play an active role in executing our cloud solution. The individual will be working daily in Azure, gaining active experience in the Azure cloud solution which includes, but is not limited to, storage solutions, virtual server solutions, and other relevant cloud services. The individual will also have the opportunity to work in SaaS based Microsoft solutions such as M365. Responsibilities may include configuration of services such as Azure Information Protection, working with Intune on MDM, and working with Microsoft Defender and Sentinel.

### **IMS Developer**

The SEI Investment Management Services unit has a challenging career opportunity for an entry-level developer. This position requires a foundation of software development knowledge, and the ability to work in an agile team environment. The candidate should be adaptable and demonstrate the ability to understand financial services business requirements. The candidate should be a strong 'utility' type programmer with the ability to switch context quickly and efficiently with project managers, database engineers, technical operations and other platform personnel.

### **What You'll Do**

- Develop code based on reading and understanding business and functional requirements following the Agile process
- Produce high-quality code to meet all project deadlines and ensuring the functionality matches the requirements
- Analyze and resolve issues found during the testing or pre- production phases of the software delivery lifecycle; coordinating changes with project team leaders and cross-work team members
- Provide technical support to project team members and responding to inquiries regarding errors or questions about programs
- Interact with architects, tech leads, other team members and project managers as required to address technical and schedule issues

- Suggest and implement process improvements for estimating, development and testing processes

### **Wealth Platform Developer Intern**

This position requires a foundation of software development knowledge, and the ability to work in an agile team environment. The candidate should be adaptable and demonstrate the ability to understand financial services business requirements. The candidate should be a strong 'utility' type programmer with the ability to switch context quickly and efficiently with project managers, database engineers, technical operations and other platform personnel.

### **What You'll Do**

- Develop code based on reading and understanding business and functional requirements following the Agile process
- Produce high-quality code to meet all project deadlines and ensuring the functionality matches the requirements
- Analyze and resolve issues found during the testing or pre- production phases of the software delivery lifecycle; coordinating changes with project team leaders and cross-work team members
- Provide technical support to project team members and responding to inquiries regarding errors or questions about programs
- Interact with architects, tech leads, other team members and project managers as required to address technical and schedule issues
- Suggest and implement process improvements for estimating, development and testing processes