2013 Corporate Analyst Development Program  
*Summer Program*

**About JPMorgan Chase**
JPMorgan Chase is a leader in financial services, working in collaboration across the globe to deliver the best solutions and advice to meet our clients’ needs, anywhere in the world. We operate in 100 countries and hold leadership positions across our businesses. We have an exceptional team of employees who work hard to do the right thing for our clients and the firm, every day. This is why we are one of the most respected financial institutions in the world – and why we can offer you an outstanding career.

**Business Area**
Operations works closely with every line of business, enabling the firm to generate increased revenues and deliver enhanced services to our clients. The specialized teams in Operations develop new and improved processes and services to meet the demands of the international markets in which we operate. They ensure financial and operational risks are recognized and managed. The teams handle the full end-to-end management of transactional processes across the firm. Critically important to the firm’s success, Operations maintains excellence across our global businesses.

**Program Overview**
The summer program develops well-rounded future Operations leaders by cultivating their core skills through business-aligned Analyst roles. Working in a fast-paced, collaborative environment demonstrates how Operations not only drives the firm’s businesses, but significantly advances our capabilities.

This internship is designed to give a comprehensive view of the firm and the impact you can have on its success. We hire the majority of our graduates for the full-time rotational Corporate Analyst Development Program from this internship so be prepared to impress us with your abilities from the start.

During this ten-week program you’ll build core business skills in one of our four Operations disciplines (1) Analytics, Management Information Systems, Business Management, (2) Project Management and Process Improvement, (3) Operational Risk & Control, and (4) Core Operations.

The learning curve will be steep, and you’ll need to immerse yourself in the role, business and firm quickly. However, you’ll find a supportive team behind you, encouraging you to succeed in every challenge. This is an outstanding first step towards building a dynamic, long-term career in a demanding business.

Limited spots are available for our summer program in our New York Metropolitan, Newark/Wilmington, Delaware and Columbus, Ohio locations.

**Roles and Responsibilities**
As a Summer Analyst, you’ll be expected to take on the responsibilities of a Full-time Analyst from day one. Potential assignments include:

*Project Management & Process Improvement*
- Projects can vary in scope from developing strategic solutions for key business initiatives to tactical implementation of new processes. Process improvement responsibilities include tackling existing processes and defining ways to improve their efficiency, in addition to implementing change management plans.

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Management Information Systems, Analytics, and Business Management

• In this function, your responsibilities may include data analysis and presentation of findings, financial management including budgeting and forecasting, capacity management, and business performance management. You will experience a variety of tools and business partnerships.

Operational Risk and Control

• Here you’ll gain insight into end-to-end risk controls in your line of business, such as the assessment of risk, risk reporting, risk control policies, audits, key risk management tools and information security. This may also include testing, analysis and procedure documentation.

Core Operations

• A role in Core Operations will build your operational knowledge through managing workflow and solving critical problems. You’ll be involved in transaction processing, settlement, reconciliation, research, reporting, documentation, client service and on-boarding in order to help you understand the end-to-end lifecycle of a product or service flow. This experience will enable you to manage complex processes, build key business partnerships and leverage technology.

Training and Development

You’ll benefit from extensive training and development opportunities – on-the-job, program-driven and self-directed. These will complement your role and build critical professional competencies, such as leadership, attention to detail, communications excellence and results orientation. If you are selected as a Full-time Analyst, you will participate in a robust upfront training curriculum, as well as “just in time” training modules that occur between Program rotations.

Qualifications

We look for candidates with the confidence and talent to make an immediate impact. Other specific requirements include:

• Rising senior working toward a BS/BA degree, preferably majoring in Industrial Engineering, Management, Business, Accounting, Economics, Operations, Mathematics and/or Management Information Systems

• Preferred cumulative GPA of 3.5

• Demonstrated leadership in a school or community organization

• Excellent quantitative, analytical and communication abilities

• Natural teamwork skills

• Ability to work flexibly under pressure and within tight deadlines, as well as manage multiple projects independently

• Aptitude to digest large amounts of information and use it to develop innovative solutions

• Demonstrated proficiency in Microsoft Excel and PowerPoint; preferably a knowledge of Microsoft Visio, Microsoft Access

• Aptitude for numbers; non-business majors must demonstrate quantitative aptitude both academically and practically

All candidates must have the eligibility to work permanently in the U.S.

For more information about our programs and how to apply, visit jpmorgan.com/careers.