Human Resources – Asia Pacific

Your Opportunity as a Summer Analyst in Human Resources

Morgan Stanley’s Human Resources Department provides human resources support and strategy for all of Morgan Stanley’s businesses worldwide. The division is comprised of coverage and product teams. Coverage teams partner with business units to deliver human resources services including Recruiting, Data Analysis, Employee Relations, Compensation Analysis and Performance Management. Human Resources product groups include Compensation, Benefits, Firmwide Data and Morgan Stanley University, further supporting these coverage teams.

The Summer Analyst Program in Human Resources
*How the program works and the day-to-day experience you can expect*

The Summer Internship Program is an 8 week program designed to provide in-depth exposure to functions within Human Resources at Morgan Stanley. Summer Analysts are placed into a coverage or product role (e.g. compensation or training & development). The focus of the program is to develop core HR competencies. Throughout the program, Analysts will attend various training sessions designed to facilitate professional development, enhance their HR skills and increase knowledge and understanding of the firm.

Developing Your Career
*What you can anticipate as you make progress and after completing the program*

Throughout the summer, on-going feedback from their managers will help Summer Analysts develop and hone their skills. Towards the end of the two-month program, Analysts will team with each other to develop a solution for an existing enterprise-wide HR challenge. These proposals are presented to HR Senior Management and the Division at large. Additionally, each Analyst will be assigned a mentor, who will help you navigate through the organization and provide guidance throughout your internship.

Is Human Resources is Right for You?
*A checklist to help you decide if you have the skills and temperament for this area*

- Excellent communications skills, both verbal and written.
- Able to simply and concisely convey complex ideas.
- Thorough attention to detail.
- Ability to multiple responsibilities and projects with competing priorities and deadlines.
- You are a team player.
- Enjoy solving problems and streamlining processes.
- Self-confident, poised and not afraid to ask questions or speak-up.
- Enjoy a high volume, fast paced, and dynamic environment.
- Be resourceful and exhibit enthusiasm for all tasks assigned to you
- Able handle sensitive information with discretion

Requirements

You are pursuing a Bachelors or Masters degree with a December - July 2012 graduation date (Mumbai candidates should have a December 2010 – July 2011). English oral and written proficiency is required (Shanghai candidates should have a CET 6 or equivalent). All disciplines are encouraged to apply.
Selection Process
Selected applicants will be invited to interview at our offices for the first round of interviews. Candidates who are successful during first round interviews will be invited for final round interviews at our offices.