



Working Title: Investment Research Student Worker
Job Class: Student Worker Para Professional Senior
Agency: Minnesota State Board of Investment

- Job ID: 71062
- Location: St. Paul
- Full/Part Time: Part-Time
- Regular/Temporary: Limited
- Who May Apply: Open to all qualified job seekers
- Date Posted: 11/06/2023
- Closing Date: 12/05/2023
- Hiring Agency/Seniority Unit: Investment Board / Investment Board-AFSCME
- Division/Unit: State Board of Investment (SBI)
- Work Shift/Work Hours: Day Shift
- Days of Work: Monday - Thursday
- Travel Required: No
- Salary Range: \$18.26 - \$22.26/ hourly;
- Classified Status: Unclassified
- Bargaining Unit/Union: 207 - Technical/AFSCME
- End Date: Anticipate late August
- FLSA Status: Nonexempt
- Telework Eligible: No
- Designated in Connect 700 Program for Applicants with Disabilities: No

About the Position:

- This posting may be used to fill multiple vacancies.
- Candidates should be able to work 32 hours per week between 8:00am and 4:30pm Monday through Thursday from May 13, 2024 through August 8, 2024.
- This position may count towards internship credit with your university. You will need to work with your university to determine if this position will qualify as an internship.

About the SBI:

The Minnesota State Board of Investment (SBI) develops and implements investment policies and strategies for the state's retirement funds, trust funds, and cash accounts. As of June 30, 2023, the SBI was responsible for the management of assets totaling just under \$135 billion.

Opportunities:

The SBI Summer Intern Program will provide students with broad asset class exposure while they work on various projects across the organization. You will get relevant support and training that will make an impact at the SBI and, ultimately, to its stakeholders. This program is an opportunity to build upon your professional network of mentors and be introduced to investment professionals in the financial community. Students will have increased knowledge of the SBI's mission and function along with resume-building experience.



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Program Description:

Students will rotate amongst the public and private markets teams and gain exposure to other areas of the organization throughout the internship. This includes ESG and Stewardship, Legal and Policy, Performance and Analytics, and the Participant Directed Investment Program. Areas where the student will focus their time are with the following:

| Investment Teams | Sub-Asset Group |
|-------------------------|--|
| Public Equity | Domestic, International, and Global Equity |
| Public Fixed Income | Core/Core+ Bonds, Return Seeking Fixed Income, Treasuries, and Laddered Bonds + Cash |
| Private Markets | Equity, Credit, Real Assets, and Real Estate private funds |

Responsibilities:

- Attend meetings with investment management firm.
- Update and create new reports and analyses for the team.
- Assist with the completion of monthly / quarterly / annual internal and external reporting.
- Work with team to update materials in the data management system.
- Gather data, track and report on various portfolio metrics.
- Draft and complete ad-hoc assignments as determined by the team's needs and requirements at that time.
- Participate in broader SBI 2024 Summer Analyst Program projects.

Minimum Qualifications:

- Anticipated graduation date must be between December 2024 and June 2025.
- Have a strong work ethic, personal and professional integrity, and be able to adapt to new encounters in a dynamic environment while handling multiple projects.
- Be able to work individually and to collaborate in a team environment, remaining detail-oriented and client-focused.
- Communications and human relations sufficient to interact with supervisory staff, co-workers, and the public.
- Understand and follow instructions, both oral and written, to complete assignments correctly.

Student must be currently enrolled in a higher education institution and actively pursuing an undergraduate or graduate degree. If you are enrolled at a credit-granting institution, you must carry at least six semester credits; if enrolled at a non-credit granting institution or one that only offers one credit per class, you must be taking two or more classes per semester. You will be asked to complete an Educational Verification form prior to appointment.

Preferred Qualifications –

- A student with an interest in public service.
- A student with an interest in learning more about investment-related topics.
- Students majoring in non-investment related fields of study are also encouraged to apply.



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Additional Requirements:

All employees submit to a background investigation prior to employment. The background check may consist of the following components:

- SEMA4 Records Check (applies to current and past State employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

The SBI will not sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

If you have questions about the position, contact sally.spreeman@hr.mnretirement.us

HOW TO APPLY:

<https://mn.gov/mmb/careers/>

Job Posting Number: 71062

Posting Closes: 12/05/2023

For additional information or to submit a resume for consideration, go to <https://msbi.us/careers/>