

TWO-YEAR JUNIOR INVESTMENT ANALYST PROGRAM UNIVERSITY OF WASHINGTON INVESTMENT OFFICE

The University of Washington Investment Office manages over \$4 billion of endowment, operating, and life income funds. The Consolidated Endowment Fund is invested in a diversified mix of traditional and alternative investments with a significant allocation outside of the United States. To learn more about the UW Investment Office and how it manages the Endowment, please read our annual report found at <http://f2.washington.edu/treasury/CEF-Annual-Report>.

Overview of the Two-Year Analyst Program

The Investment Office has a unique opportunity for an intellectually curious and quantitatively minded individual interested in business, investing, macro-economics, and capital markets. In contrast to more narrowly defined entry-level finance positions, the Junior Investment Analyst will gain exposure to a wide variety of asset classes and interact with top tier money managers. The Analyst will work closely with the Chief Investment Officer and a team of investment professionals. The Investment Team manages a globally diversified portfolio of public and private equity, real assets, fixed income, and alternative investment strategies.

The Junior Investment Analyst will receive broad exposure to all aspects of the investment process and all facets of the portfolio. The responsibilities of the Junior Investment Analyst include, but are not limited to, investment theme research, portfolio attribution analysis, risk exposure analysis, performance reporting, and asset allocation reviews. The successful candidate will present research results and analysis to the investment team, participate in meetings with current and prospective portfolio managers, and provide support in data collection and analysis. Occasional travel will be required.

The Junior Investment Analyst role is a two year program; a one year extension may be considered.

Required Qualifications:

- B.A. – All majors are encouraged to apply (disciplines on our current team include: Business, Finance, Economics, International Studies, Accounting, English, Anthropology, Information Systems, Environmental Science, Chemistry, Statistics, Engineering)
- Outstanding academic record including quantitative coursework
- Strong analytical skills and attention to detail including the ability to work with, synthesize, and summarize complex data
- Critical thinker with demonstrated research capabilities: ability to identify key issues and ask insightful questions on the important variables
- Ability to work in a fast-paced, deadline-driven work environment
- Strong work ethic and ability to work both independently and in a team
- Experience handling multiple concurrent projects; ability to manage multiple priorities in a highly dynamic environment
- Excellent communication and presentation skills
- Oral and written fluency in English

Preferred Qualifications:

- Understanding of general finance, accounting and economic concepts
- 1-2 years of related work experience, including relevant internships
- Proficiency with Excel and the Microsoft Office suite. Familiarity with statistical software and financial data (e.g. Bloomberg, Factset, Datastream, Tableau, R)

Please submit resume and cover letter via HuskyJobs (ID 85912) by Thursday, February 10.