Sample Job Description #3:
XYZ Company (TEST COMPANY) – Investment Management Analysis Internship

As a summer analyst, you will attend a brief orientation/training program on the asset management business that introduces you to strategy, products and business groups. You will participate in a performance management process where you will set and monitor your goals and objectives throughout the summer. Over the course of the program, a variety of senior speakers and networking events will introduce you to other XYZ Company (TEST COMPANY) lines of business. Based on our business needs and your summer performance, at the end of the 10-week program, you may be offered employment in the full-time analyst program.

Program Overview
As an Investment Management Summer Analyst you will be placed in one of the following assignment areas (indicate your preference area during your interview):

**Investment Analysts - Alpha (APM)**
Analysts work with portfolio managers, traders, marketers, and client service account managers on the analysis and execution of investments strategies. APM’s might work in any of the Fixed Income, Emerging Markets, Equities, or Real Estate areas.

**Investment Analysts – Client (CPM)**
Analysts work with client portfolio management teams to deliver and discuss investment results with clients. Investment Analysts supporting CPM teams assist with the preparation of client performance reports and investment review materials for new and existing marketing initiatives. CPM’s might work in Equities, Fixed Income, or Real Estate.

**Research/Quantitative Research Analysts**
Analysts work with investment teams to build models and provide metrics that inform security selection, portfolio construction, risk management and investment performance. These Quantitative/Research Analysts might work in Institutional Equity or Asset Allocation Services.

**Fundamental Equity Research Analysts**
Analysts are assigned to a Senior Research Analyst to perform a specific fundamental research project. The senior analyst will choose an industry and one or two companies within this industry for the summer intern to analyze. At the end of the summer internship, the intern will make a presentation to Analysts, Portfolio Managers and the Director of Research. The quality of the work throughout the summer, the written report and the presentation will determine whether the summer intern will be given an offer to join the firm as a Research Assistant upon graduation.

**Client/Marketing Analysts**
Analysts partner with consultant advisors and client advisors, helping to facilitate the sales and retention process for the firm’s institutional clients. Marketing Associates (MA) are focused on client sales and acquisition, product positioning in client/consultant communications and presentations, competitive analysis and research on pension metrics and portfolio structure, and the completion of client and consultant requests. In all, the MA serves as a generalist and has broad exposure to all asset classes and investment professionals throughout the firm.

Only those who are highly motivated and eager to build a long-term career within the business operations and support areas of a major financial services institution will be considered. Also we look for candidates who are results-oriented, client-focused and have demonstrated professionalism through previous employment, internship or school/community leadership experiences.

**Specific qualifications include:**
- Rising seniors in college, with limited opportunities for juniors
- Working towards a BS or BA degree, preferably a business related degree
- Preferred cumulative GPA of 3.5
- Previous related internship experience and/or other relevant experience is preferred
- Outstanding verbal and written communication skills
- Strong, proven quantitative and qualitative analytical skills both scholastically and practically
- Proven ability to synthesize information to reach logical conclusions; manage projects, evaluate & improve processes and present findings
- Intermediate to advanced proficiency with MS Excel, MS Word, MS PowerPoint and MS Access