Investment Analyst I Job Description Summary

Are you passionate about investing? Do you want to make a meaningful impact on the future of a prestigious higher education institution, while learning to invest in all major asset classes? Does investing for the long-term instead of on a quarterly basis appeal to you?

The Rice Management Company (RMC) is a team of 20+ investment and operations professionals who provide fiduciary stewardship over Rice University’s $5.6 billion endowment portfolio. We are looking for graduating seniors to join our team as Investment Analyst I.

Position Summary:

The goal of the Rice Management Company (RMC) is to provide a stable source of funding for current university operations and to preserve and grow the purchasing power of the University’s $5.6 billion endowment to benefit future generations of students. The team at RMC is responsible for overseeing asset allocation, the selection and termination of investment managers, monitoring the performance of the portfolio, and reporting to the RMC Board of Directors.

Investment analysts must have strong work ethic, attention to detail, quantitative and analytic skills, the ability to work in teams, self-motivation, good written and communication skills, attention to detail, and a keen interest in investing. The Investment Analyst will be actively involved in investment and manager research for the Rice Endowment. The generalist role will allow an analyst broad exposure across asset classes. This position is a two-year term appointment designed for a graduating college senior. At the end of two years, exceptional outperformance could result in possibly being considered for an Investment Analyst II position with the team.

Education Required: Bachelor's Degree

Experience Preferred: Internships at a consulting firm, investment bank, or investment firm.

Skills Required:

- Demonstrated quantitative and analytic skills.
- Expertise with computer programs, Excel, PowerPoint, Internet research.
- Good written and oral skills.
- Strong work ethic and willingness to work until the task is completed successfully.
- Ability to work in a small team environment.
- Self-motivated, passion for learning, desire to learn about investments.
- High moral character.
- High academic achievement.

Description of Job Duties:

- Assist in the monitoring of existing managers of the public and private investments portfolios.
➢ Prepare reports for the routine review of asset class level performance.
➢ Assist in the screening and due diligence process for new managers.
➢ Document the manager due diligence process.
➢ Assist with the development of and maintenance of asset class models and databases.
➢ Participate in investment research projects from asset allocation to security level review.
➢ Assist in the preparation of materials for quarterly board meetings.
➢ Complete other duties as assigned.

To apply: please submit a resume, cover letter, and writing sample as directed at http://jobs.rice.edu.