



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Investment Internship Fall 2018

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$13.23 Hourly
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 02/26/18
CLOSING DATE: 03/22/18 11:59 PM

BUREAU/DIVISION: SERS Investment Office
WORKSITE ADDRESS: 30 N. Third Street
WORKSITE ADDRESS: 5th Floor
CITY: Harrisburg, Pennsylvania
ZIP CODE: 17101
CONTACT NAME: Katie Mathews
CONTACT PHONE: 717.783.8085
CONTACT EMAIL: RA-ERInternWithSERS@pa.gov

THE POSITION:



The Pennsylvania State Employees' Retirement System (SERS) is seeking two Investment Interns to have the opportunity to work alongside senior investment staff managing the commonwealth's \$30 billion pension fund! While working with the investment team, interns will gain exposure to development and execution of investment strategy across multiple asset classes, which may include equities (stocks), fixed income (bonds), real estate, and private equity.

Interns may also have the opportunity to interact with investment professionals from some of the world's largest institutional money managers, consulting firms, and research groups.

SERS' investment internships include the opportunity for interns to receive their Bloomberg Certification.

DESCRIPTION OF WORK:

Fall internships typically start in late August or early September and end sometime in December. SERS will work with interns to accommodate academic schedules.

Likely assignments include:

- Create and distribute monthly reports summarizing economic indicators and market data
- Monitor and track investment manager performance metrics
- Prepare monthly Pro-Forma Asset Allocation reports for senior investment staff
- Assist with preparation of investment material for SERS board meetings
- Attend and participate in meetings with external investment advisors, internal staff, and SERS board

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

- Be enrolled at an accredited college or university
- Be working toward a bachelor's or master's degree in business, economics, finance, investments, or related field
- Carry an overall GPA of 3.0 or higher; 3.4 or higher preferred
- Be available to work approximately 15 hours weekly between the hours of 8:00 a.m. and 5:00 p.m. during a normal business week of Monday through Friday
- Submit a cover letter and resume with application

SERS is able to hire individuals in the United States on a student visa under certain conditions. The student must be in a status/category – typically F-1 or M-1 – that does not require sponsorship. The student must be able to produce the required documents establishing identity and employment authorization in accordance with form I-9, Employment Eligibility Verification. The Commonwealth of Pennsylvania participates in the federal E-Verify program.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #E-2018-11995
INVESTMENT INTERNSHIP FALL 2018
BO

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Investment Internship Fall 2018 Supplemental Questionnaire

- * 1. Will you be enrolled at an accredited college or university for fall 2018?
- Yes
 No
- * 2. Do you have an overall grade point average (GPA) of 3.0 or higher, and are you in good academic standing?
- Yes
 No
- * 3. Please check the highest level of education you will have completed when the current semester concludes:
- High school
 First year of college (undergrad)

- Second year of college (undergrad)
- Third year of college (undergrad)
- Fourth year of college (undergrad)
- Fifth year of college (graduate school)
- Sixth year of college (graduate school)

* 4. What is your major?

- Business
- Economics
- Finance
- Investments
- Accounting
- Other
- None

* 5. If the major you selected above has an area of focus, or if you selected "other," please elaborate in the text box below. If not, please type "N/A".

* 6. Have you attached/uploaded a copy of your cover letter and resume?

- Yes
- No

* 7. Are you available to work approximately 15 hours weekly between the hours of 8:00 a.m. and 5:00 p.m. during a normal business week of Monday through Friday?

- Yes
- No

* 8. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for housing or travel expenses. Are you willing to work in and commute to this location?

- Yes
- No

* Required Question