

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Research Assistant (for the Group Head of Public and Tradable Markets)
Salary:	\$50,000 - \$65,000
Bureau/Division:	Asset Management
Period:	January 9, 2017 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems). This \$170 billion portfolio is managed primarily by external investment managers and is largely invested in publicly-traded securities, with additional allocations to private equity, real estate, infrastructure, hedge funds and opportunistic fixed income investments.

Under the direction of the Group Head of Public and Tradable Asset Classes, responsibilities for the Research Assistant include, but are not limited to, the following:

- Collect and analyze data in a variety of financial and investment related areas;
- Facilitate the gathering of materials and data for reports and meetings;
- Prepare PowerPoint presentations for various meetings including Investment Meetings, Town Hall meetings, and Investment Manager Conferences;
- Assist BAM senior management and staff, as needed, by providing research, analysis or logistical support;
- Develop agendas for weekly meetings and take notes as directed;
- Set up meetings, complete travel forms, answer phones and ensure adequate coverage;
- Conduct special projects as requested by the Group Head of Public and Tradable Asset Classes.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college or university and two (2) or more years of related professional experience in a financial services institution, business organization or governmental setting; or
2. Education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience and familiarity with the mission and operations of a large public institutional investment environment, particularly large public pension funds;
- Superior writing, communication, research and presentation skills;
- Exceptional organizational, time management and administrative skills and ability to coordinate multiple diverse projects and set and meet deadlines;
- Ability to maintain confidentiality of work-related information and materials;
- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint);
- Ability to work well with colleagues and interact professionally.

Note: Cover letter should detail the possession of preferred skills.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: January 9, 2017	POST UNTIL: Until Filled	JVN: 015/017/046
---	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer