

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Research Assistant (Private Markets)
Salary:	\$50,000 - \$65,000
Bureau/Division:	Asset Management / Private Markets
Period:	December 27, 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 \$195 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.

The Research Assistant will report to the Deputy Chief Investment Officer - Private Markets and will assist the members of the Private Markets Group. The Private Markets group includes Private Equity, Real Estate and Infrastructure. The responsibilities of the position include, but are not limited to, the following:

- Conduct research related to private market managers and topics;
- 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;
- Help plan and schedule meetings, conferences, conference calls and travel;
- Process internal forms for travel and events; submit invoices, coordinate submission of reimbursement forms, and order office supplies;
- Assist senior management and staff, as needed, by providing logistical support, developing agendas for weekly meetings, taking notes, answering phones, greeting visitors and ensuring adequate coverage;
- Assist with basic compliance-related tracking and monitoring functions; and,
- Perform other related duties and conduct special projects as may be required.

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

- Strong time management skills and the ability to work independently, prioritize assignments and meet deadlines;
 - Superior oral and written communication skills, organizational skills and attention to detail;
 - Ability to effectively track multiple projects and processes with numerous moving parts;
 - Demonstrated ability to maintain confidentiality of work-related information and materials;
 - Ability to work well with colleagues and interact professionally with governmental officials and staff, investors and portfolio companies;
 - Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint).
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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: December 27, 2017	POST UNTIL: Until Filled	JVN: 015/018/037
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The NYC Comptroller's Office is an Equal Opportunity Employer