Private Investments Team Analyst for UNC Management Company

**Company and Position Description:**
UNC Management Company (UNCMC) is a professionally staffed asset management firm providing investment services to The University of North Carolina at Chapel Hill and other schools in the UNC System. UNCMC’s total assets under management are approximately $3.9 billion and investment activities are managed by both the Public and Private Investments Teams under the supervision of the Chief Investment Officer (CIO). The Public Team is responsible for managing allocations to domestic and international public equity and fixed income, hedge funds, and commodities. The Private Team is responsible for managing allocations to private equity, energy & natural resources, real estate, and fixed income.

UNCMC has established a two-year Analyst Program that provides exposure across asset classes and strategies within the portfolio. Analysts play an important role on our investment teams, and gain intensive training in core investment management skills, while interacting with some of the premier investment managers in the world.

**Responsibilities:**
- Maintain investment databases used to track and monitor prospective and existing investments.
- Utilize portfolio management software to generate internal and client-specific reports.
- Generate research reports related to general portfolio management, new/emerging investment areas as well as ad hoc projects.
- Identify, evaluate and implement investment tools and resources used in connection with investment monitoring and portfolio management.
- Assist senior investment team members in the identification, evaluation, selection, and monitoring of investments, including interviewing managers and performing due diligence.
- Draft internal and board level memoranda detailing investment recommendations and actions.
- Assist the CIO and broader investment team in determining portfolio-level asset allocations.
- Some domestic and/or international travel required.

**Qualifications:**
Candidates must possess an exceptional collegiate academic record (Bachelors degree in business-related field preferred), strong quantitative abilities, excellent computer skills (Advanced Excel, Word, PowerPoint, etc.), and superior oral and written communication skills. Candidates must also have a sound understanding of basic investment concepts and a sincere interest in and commitment to pursuing a career in investment management. Equally important are: the ability to thrive in a team-oriented environment while also working independently; a keen attention to detail; sound judgment; intellectual curiosity; and personal and professional integrity. One to two years of investment experience are preferred. Exceptional undergraduate candidates will be considered.

**Contact:**
Please email your cover letter and resume to employment@uncmc.unc.edu. Write “Private Investments Team Analyst” in the subject line of your email.