Intern, Investment Operations & Portfolio Administration

Company Overview:
UNC Management Company, Inc. ("UNCMC") is a nonprofit organization that provides institutional investment management services to the University of North Carolina System, its constituent institutions, and their affiliated endowments and foundations. Our work supports the institutions that comprise the UNC system of public higher education, as well as students, educators, and researchers across North Carolina.

UNCMC manages the long-term assets of its investors through the UNC Investment Fund ("UNCIF"), a commingled investment vehicle with assets of over $6.5 billion. UNCMC’s Investment Team allocates UNCIF’s capital primarily to external managers across a globally diversified mix of traditional and alternative asset classes.

Investment Operations & Portfolio Administration Team Overview:
UNCMC’s Investment Operations & Portfolio Administration Teams are responsible for executing trades initiated by the portfolio managers, managing cash and hedging platforms, administering the accounting/finance needs of the investment pool, periodic portfolio reporting to senior management and investors, and collecting and analyzing investment data to aid in investment decisions.

Program Summary:
UNCMC’s internship program offers qualified students a unique opportunity to gain operational investment experience and work closely with senior management in a small, team-oriented environment. Investment Operations & Portfolio Administration Interns are involved in reporting analytics, cash flow analysis, manager due diligence, and database enhancement and maintenance.

During your internship, your day-to-day responsibilities will consist of:
- Collecting, filing, and synthesizing reporting information from investment managers to aid portfolio managers via the Customer Relationship Management (CRM) system
- Analyzing private equity capital call/distribution material and hedge fund subscription/redemption reporting
- Assisting in the annual manager due diligence program
- Helping the Operations team manage liquidity through daily cash flow analysis
- Maintaining internal systems to track and monitor prospective and existing investments
- Assisting Operations team members with numerous ad-hoc requests from the investment teams to aid in investment decision-making
- Staying informed about investment and operational system trends

Internship candidates will have and/or be able to demonstrate:
- An interest in and commitment to pursuing a career in accounting, finance and/or investment management
- A strong collegiate academic record
- Exposure to and understanding of basic financial concepts
• Advanced proficiency in Microsoft Office suite
• Intellectual curiosity as well as excellent problem-solving and critical thinking skills
• Top-quality oral and written communication skills with an ability to synthesize large amounts of data and information in a clear and concise manner
• Ability to thrive in a team-oriented environment while also working autonomously
• Keen attention to detail
• Unquestionable integrity and ethics

UNC Management Company prefers rising undergraduate juniors or seniors with a background in business, finance, economics, or mathematics field, although applicants with degrees in other closely related fields may apply.

Contact:
If you are interested in joining us in Chapel Hill, please submit a cover letter describing your interest along with your resume to employment@unmc.unc.edu. Include “Intern, Investment Operations & Portfolio Administration” in the email subject line.

UNCMC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

We are excited to hear from you!