



OKLAHOMA
Teachers' Retirement System

Summer '23 Investment Internship Program

At Will Position

Recruitment Notice: #2022-09

FLSA Status: Nonexempt

Salary Range: \$20/Hour

Posting Date: July 29, 2022

Who we are: The Teachers' Retirement System of Oklahoma collects, protects, and grows assets to provide a secure retirement for public education employees. The System has a \$22 billion portfolio and invests across public equities, public fixed income, private equity, private credit, and real estate. We are the largest pool of assets in the State of Oklahoma and our performance has consistently ranked in the top decile of all public plans.

The internship opportunity: The Teachers' Retirement System of Oklahoma is looking for 1-2 candidates for a 2023 summer internship in the investment department. Interns will be exposed to the investment decision making process across asset classes and will have the opportunity to be a part of the portfolio management process. This is a paid internship position with the potential for a full-time offer that will be under the direct supervision of the Senior Investment Officer.

Time Frame: June through August (exact dates will depend on individual academic calendar).

Location: Oklahoma City, OK with the opportunity for a hybrid in-person and telework structure.

Duties and Responsibilities:

- Conduct asset-class specific and macroeconomic research to assist in the portfolio management process.
- Perform fundamental and quantitative analysis on the System's portfolio to present to senior investment staff.
- Assist investment staff and investment consultant on manager due diligence within real estate and private credit.
- Coordinate with third-party vendors, such as the System's custodial bank, private market administrator, and investment managers to complete FOIA requests and ad-hoc investment related questions.

Required qualifications:

- Current Sophomore or Junior at an Oklahoma-based college or university with an expected graduation date of May/June 2024 or 2025.
- Strong desire to gain experience and eventually work in portfolio management, investment banking, capital markets, investment management, or investment consulting.
- Relevant academic coursework in finance, portfolio management, capital markets, economics, or a similar field and a desire to pursue the CFA designation.
- Knowledge of general investment concepts, terminology, and strategies.
- Cover letter, resume, and an academic or professional reference letter.

Please direct any relevant questions to Jessica.malloy@trs.ok.gov

APPLICATION PROCEDURES:

To apply, go to www.Oklahoma.gov/TRS and follow the application procedures under the "Employment" tab. **Only applications submitted in accordance with these procedures will be considered.**