State of New Jersey: Department of the Treasury, Division of Investment

Title: Investment Analyst Trainee

Location: Trenton, NJ

Job Type: Full-Time

Compensation Type: Salary        Wage: $49,263.43 a year*

Start Date: ASAP

Job Description: The New Jersey Department of the Treasury’s Division of Investment seeks an Investment Analyst Trainee who will support due diligence efforts in sourcing, approving and monitoring alternative investments such as private equity, real assets, real estate, commodities, hedge funds, and other relevant strategies. This position will report to a senior member of the Alternatives Investment Team and will: attend sourcing, approval and monitoring meetings; assist senior investment staff with the drafting of diligence reports; track and monitor performance on a monthly/quarterly basis, including the assembly of detailed portfolio reports; input/maintain databases of manager holdings, exposures and other relevant information; and complete assigned special projects.

Qualifications:

EDUCATION: Graduation from an accredited university with a bachelor’s degree including or supplemented by eighteen (18) semester hour credits in any one or combination of the following areas: accounting, finance, money and banking, statistics, economics or investments. (APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) DOCUMENTING POSSESSION OF DEGREE).

NOTE: A Master’s degree from an accredited college in one of the areas listed above will satisfy the above education requirement.

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html.

Application Instructions: If you are qualified and interested in this employment opportunity, please send your cover letter, resume, transcripts (official or unofficial) and application for employment by July 5, 2017. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov
(Please use “INVESTMENT ANALYST TRAINEE” in the Subject Line)
Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to:
http://www.nj.gov/treasury/administration/pdf/hr-application.doc.

**About the Organization:** The Division of Investment manages and invests $80 billion of investments assets of the State Pension Plans, State of New Jersey Cash Management Fund, Supplemental Annuity Collective Trust (a 403b plan), a portion of the NJBEST Fund (a 529 college savings plan) and several funds under the New Jersey State Employees Deferred Compensation Program (a 457 plan). The mission of the Division of Investment is to achieve the best possible return at an acceptable level of risk using the highest fiduciary standards.

New Jersey is an Equal Opportunity Employer

**SALARY:** Starting salary is $49,263.43, with an increase to $51,529.95 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.