

Office of the Illinois State Treasurer  
Position Description

**Position Title:** Portfolio Operations Intern  
**Division:** Illinois Funds and E-Pay  
**Domicile:** Springfield or Chicago

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

**Supervision:**

Reports to the Director of Illinois Funds and E-Pay

**Supervisory Responsibilities:**

N/A

**Duties and Responsibilities:**

- Assists with maintenance and support of internally designed databases utilized by Illinois Funds staff for participant support and marketing
- Under the guidance of the Director, participate in economic/investment analysis and review for strategic planning of investment portfolios
- Conduct research on the latest industry language and standards regarding information technology, privacy and security
- Contribute to the production of memos, standard operating procedures, analytical spreadsheets/visual representations and other special projects
- Assist with creation of specialized communication and correspondence activities
- Assist with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Specific Skills:**

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

**Portfolio Operations Intern**

**Upon completion of this internship, you will have learned:**

- Investment strategies that the Office of the Treasurer partakes in on behalf of the state
- How local governments use the E-Pay system
- Best practices for financial research