

USMF FOUNDATION

SERVING THE UNIVERSITY SYSTEM OF MARYLAND

Public Position Description for an Office Assistant:

Company: University System of Maryland Foundation, Inc.
Status: Part-Time Employee (19 hours per week)
10 am to 2 pm Monday through Thursday, 10 am to 1 pm Friday
Location: Dupont Circle, Washington, DC
Experience: Senior Hire with 5-10 Years Prior Experience Supporting an Asset Management Organization and C-Suite Professionals
Education: Bachelors Degree Required
Compensation: \$20,000, No Benefits
Begin Date: July/August 2017

The University System of Maryland Foundation is seeking an Office Assistant within the USM Foundation Investment Office. The ideal candidate will be qualified, discrete and demonstrate initiative.

Description

The Office Assistant will oversee the daily operational aspects of the USM Foundation Investment Office, while also supporting the Chief Investment Officer (CIO) and Investment Team in both administrative and investment-related activities.

Responsibilities

- Facilitate the daily operations of the Investment Office including, but not limited to, developing and executing policies and procedures for the office, tracking project management over a variety of tasks, coordinating visits for external guests, managing external vendors and building facilities relationships, procurement of all office supplies and equipment, and assisting with the on-boarding and off-boarding of Investment Office employees and interns.
- Support the CIO and Investment Team in both administrative and investment-related activities.
- Supervise the Investment Office's internship program.
- Manage investment data and update formats in a variety of internal databases, MS PowerPoint Presentations and MS Excel.
- Assist in ad hoc research projects as needed.

Specific Responsibilities

- Work with the Board Relations Associate in supporting the CIO and Investment Staff.
- Manage the Investment Team's contacts in a general office database.
- Function as the CIO's email and phone triage system.
- Scan and organize, within internal databases, any of the Investment Staff's handwritten and/or electronic notes and files.
- Manage office supply room and all office purchases – negotiating favorable terms with vendors.
- Liaison with the Board Relations Associate at the Business Office, communicating Investment Office needs, and dividing the work appropriately.
- Tend to any ad-hoc and Business Office data requests

- Provide the first response for all onsite IT issues and coordinate a timely resolution with the appropriate IT service desk.
- Supervise production and filing of portfolio performance, liquidity, and risk reports.
- Oversee the production of client and committee monthly letters and performance reports – assisting in editing first drafts and quality checking performance numbers
- Perform spot reconciliations of externally produced performance/risk reports to both custodial bank performance reports and internal staff developed reports.
- Assist in drafting Investment Committee and Investment Committee subgroup meeting minutes.
- Maintain the Investment Office internal database.
- Manage the internship program with the University of Maryland at College Park (UMCP) – hiring, scheduling, and assigning daily tasks; continuing to develop the relationship between the Investment Office and various UMCP schools and departments.

Qualifications

- Exceptional communicator with a strong customer service orientation.
- Strong management and organizational skills.
- Impeccable writing and editing skills, with a meticulous attention to details.
- Advanced proficiency in spreadsheet and database management.
- Strong propensity and appetite for self-learning of new technologies – especially those that enhance Investment Office efficiencies and transparency efforts with stakeholders.
- Skillful in keeping team members organized and on task.
- Ability to work efficiently and independently in a small team atmosphere.
- Self-starter who does not require constant direction; rather, is able to identify where assistance is needed and provide that assistance to members of the team.
- Is opinionated and expresses views in a professional, collegial manner.
- Strong Microsoft Office Suite skills.
- Highest level of integrity and professional standards.
- Positive attitude, sense of humor, and interests outside of the workplace appreciated.

The Foundation serves as the investment manager for the endowments of institutions within the University System of Maryland and other public higher education institutions in Maryland. The Foundation's long-term strategic mission is to provide spendable income to the educational institutions it serves while maintaining the real purchasing power of the corpus and adding growth through appreciation. As of December 31, 2016, the Foundation oversaw more than \$1 billion in long-term endowment assets and short-term funds.

Resumes must be accompanied by a cover letter addressing the candidate's interest in the position and qualifications. Candidates considered for the position will be contacted for interviews.

Please submit applications via e-mail: resumes@usmd.edu

Candidates that reach out to any member of the investment team or have other industry professionals/contacts reach out to learn more about the position or attempt to secure an interview, will not be considered.

The University System of Maryland Foundation is an equal opportunity employer.