



Title: Research Intern

Responsibilities:

The Research Intern will assist the Research staff in updating published research material. The intern's primary responsibilities will be to collect data, to edit papers, and to fully engage in the process of updating our published material.

While the normal workday consists of the hours from 9 a.m. to 5 p.m., this position may require more than 40 hours per week to perform the essential responsibilities of the job.

The Intern will work regularly with analysts and consultants in carrying out the position's duties.

Requirements:

- Strong financial research focus.
- Ability to gather, organize, and coordinate data from disparate sources.
- Strong quantitative skills.
- Facility with spreadsheet programs and word processing software.
- Skill at analyzing, evaluating, and reviewing quantitative information, with a high degree of accuracy; familiarity with investment statistics.
- Excellent attention to detail and organized work habits.
- Ability to work efficiently and accurately under time pressure.
- Familiarity with financial and statistical concepts.
- Ability to work within established guidelines and procedures.

Measures of Success:

- Quality of data collection and editing efforts.
- Volume of papers updated.
- Value of editorial suggestions.