

Northwestern University Investment Office

Northwestern University's Investment Office is responsible for managing the University's endowment currently valued at approximately \$17 billion. These assets are invested across all asset classes, including equities, fixed income, absolute return, private equity, venture capital, and real assets.

An internship with Northwestern University's Investment Office provides students an introduction to investment management and equips students with a framework for evaluating financial markets and developing investment judgment. Students will learn about various asset classes, evaluate investment strategies, and participate in meetings with best-in-class investment managers.

The Investment Office is composed of more than 20 staff members under the leadership of Vice President and Chief Investment Officer Amy Falls. The Investment Office is located in Evanston, IL; the internship will be in-person four days a week, Monday through Thursday, with an option of remote work on Fridays.

Growth Opportunity

- Learn about institutional investing, the theory and its practices
- Gain exposure to a variety of asset classes across geographies and sectors
- Develop effective communication skills and gain experience as a member of an investment team
- Gain knowledge in using Microsoft Excel and Bloomberg
- Receive mentorship from associates, managers, and managing directors throughout the internship

Responsibilities

- Attend meetings with world-class fund managers
- Prepare research and analysis of markets, investment strategies, and potential investment ideas
- Perform quantitative analyses at both the asset class and portfolio level
- Produce and present materials to the Investment Team

Qualifications

- Intellectual curiosity
- An interest in finance and investments
- Strong analytical skillset with basic knowledge of statistics and Microsoft Office Suite
- Strong work ethic with the ability to take initiative while also working independently
- Knowledge of Python, R, Power BI, or SQL is not required but may be applicable for certain projects

Internship Details

- Location: 1603 Orrington Avenue, Evanston, IL
- Hours: 37.5 hours/week
- Hourly compensation

How to Apply

- Submit your application through the Northwestern Investment Office website's [career section](#). Qualified candidates will be contacted for a virtual interview. No phone or email inquiries please.