

JOB INFORMATION

Job Code	KD08A
Job Description Title	Endwmnt Investment Analyst I
Pay Grade	FO09
Range Minimum	\$51,590
33rd %	\$63,620
Range Midpoint	\$69,640
67th %	\$75,660
Range Maximum	\$87,700
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/12/2015

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Provides analysis and monitoring of portfolio manager and investment consultant performance, asset allocation, risk management, and overall market conditions in support of the endowment pools of Auburn University and Auburn University Foundation.

RESPONSIBILITIES

- Performs ongoing due diligence on AU's total endowment pool investment performance and endowment fund managers, analyzing investment performance and investment manager operations.
- Performs risk management and price testing.
- Calculates and posts annual financials (pool earning distribution, management fees, etc) relating to AU and AUF endowment pool earnings.
- Prepares, updates, and maintains a wide variety of investment worksheets for internal monitoring and review by external auditors.
- Acts as a liaison between Auburn University Office of Development, its related entities, and brokers to facilitate the receipt and sale of security gifts from donors.
- Originates and gathers a variety of reports, documents, and agreements to be utilized by university constituents, outside agencies, and other relevant parties.
- Assists in audits, attends committee meetings, and provides overall support to the Endowment Investment Office as needed.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Finance, Accounting, or related field	and	0 years of	Experience in accounting, finance, and investment services	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.