Carleton College Exempt Job Description

Job Title: Investment Operations Associate – Grade 13

Department: Carleton College Investment Office

The **Investment Operations Associate** provides general operational support to the Carleton College Investment Office. The position is a part-time (20 hours per week), exempt staff position. The work location is either at Carleton College's Investment Office at Life Time Work, 200 Southdale Center, Edina, MN 55435, Carleton College's campus at One North College Street, Northfield, MN 55057, or remotely from the employee's home. The position reports to the Chief Investment Officer and works in collaboration with the Carleton College Business Office and external investment operations service providers.

Institutional Profile:

Founded in 1866, Carleton College is an independent and highly selective liberal arts college with a diverse and exceptionally able student body, a talented faculty whose first priority is teaching, and a continued commitment to the liberal arts. Carleton is an internationally renowned college enrolling approximately 1,900 students drawn from 49 states, the District of Columbia, and more than 30 countries.

Funded by gifts to the College and grown through the stewardship of the Investment Office and Carleton's Investment Committee, the endowment is the financial cornerstone of Carleton's excellence. Spending drawn from the endowment each year funds a meaningful portion of the College's annual operating budget, supporting financial aid for students, academic programs, and faculty and staff salaries.

Based in Edina, MN, Carleton College's Investment Office is responsible for the ongoing management of the endowment portfolio. The Investment Committee, a sub-committee of the Board of Trustees, helps to develop the endowment's overall investment strategy, as well as monitors and evaluates its performance.

Position Responsibilities

- Serve as the primary point of contact for external investment operations service providers and internal accounting and tax groups.
- Conduct investment reporting activities, including downloading and sending investment manager valuation and tax reports.
- Coordinate and document cash flow movements in cooperation with external custodian.
- Reconcile month-end valuations between external operations provider and custodian.
- Manage document collection and file organization process, including sourcing investment and accounting related documents and filing in the appropriate folders.
- Assist the team by helping to coordinate meetings and travel.
- Document meeting minutes during quarterly Investment Committee meetings.
- Prepare and distribute annual audit confirmations.

Personal and Professional Characteristics

- Integrity and the highest ethical standards
- Dedicated, hardworking, and accountable
- A keen eye for detail
- Intellectually curious and willing to learn in a dynamic environment
- Highly interpersonal with the ability to work within a small professional team
- Strong written and verbal communication skills

- Minimum Qualifications
 An undergraduate degree from an accredited institution
 Experience working in business operations or an accounting related role
 Proficient in Microsoft Excel