County of Orange
Intern Position Description

**Intern Position Title:** Investment Analyst Intern

**Name and Location of Agency/Department Requesting Intern:**
Treasurer-Tax Collector
Investment Division
625 N. Ross St., Building 11, Room G76
Santa Ana, CA 92702

**Functions of Agency/Department:**
The Investment Division within the Treasurer’s Department provides centralized investing services for the County of Orange, school districts and some special districts.
For more information, please visit our website: [http://www.oc.ca.gov/treas/](http://www.oc.ca.gov/treas/)

**Intern Duties/Responsibilities:**
- Basic analytic work on Treasury & Corporate bond markets and short-term fixed income securities.
- Use Bloomberg to analyze market and economic data
- Stay current with domestic and international markets
- Participate in weekly investment meetings – discuss ramifications and strategies for investing a $6 billion fixed income portfolio
- Analyze credit quality using Bloomberg, Capital IQ and other internal resources

**Educational Requirements:**
Internship best suited for students majoring in finance and/or economics.

**Skills, Training or Qualifications:**
- Highly proficient in Excel and PowerPoint
- Strong interest in financial markets and macroeconomics

**Time Commitment/Pay Schedule:**
- Minimum 10-20 hours per week for 6 months to 1 year
- Mandatory attendance at Wednesday morning Treasurer’s Investment Committee meetings
- Paid position with probation period
**Benefits Available to Intern:**
- Opportunity to work with an investment staff that manages a multi-billion dollar portfolio
- Exposure to the practical aspects of investment management
- Excellent training opportunity for students looking for a career in securities and fixed income analysis or sales, portfolio management, rating agencies, etc.
- Bloomberg Certification Program

**Application Process:**
E-mail resume and cover letter to the contact listed below. The cover letter is an opportunity for students to describe career and academic goals, to elaborate upon personal and academic accomplishments, to share areas of interest that relate to the internship and to identify what type of internship experience they are seeking.

**Contact:**
Fahad Haider  
Assistant Portfolio Manager  
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