



Position Description Resources

Required Job Description Elements:

STUDENT INTERNSHIP

Associated or directly related with the student's major of study.

Funded by the unit/department.

Must have defined objectives, goals, what the student is expected to learn (general overview).

The following is needed for job position description (PD) in Workday:

- Job Title
 - Hourly Range
 - Position Description
 - Supervision (who person reporting to and working with)
 - Duties & Responsibilities
 - Learning Opportunity
 - Required Skills
 - Note at bottom of PD a statement to ask the student to provide a resume and cover letter when submitting an application.
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Must evaluate and provide students with regular feedback on a given project.

Average hours worked: 10 to 20 hours per week

Sample Job Description:

Job Profile: Student Intern

Business Title: Investment Operations Intern

Range \$15.00 - \$20.00

Position Description:

The Ohio State University Office of Investments is seeking an Investment Operations Analyst/Intern who is interested in understanding how the Long-Term Investment Pool operates to sustain the endowment funds that support access, affordability, and excellence for the University.

Supervision:

Reports to the Director of Investment Operations will work with the entire investment team in the Office of Investments.



Duties and Responsibilities:

The student will assist the investment personnel with reviewing investment performance and operational results. Assist with economic and investment analytic analysis. They will also help with the continued buildout of our new performance management system (Caissa), producing reports and analytics for leadership. Complete required ad hoc reporting and special projects as they arise. The student will also analyze large data sets to identify patterns and gaps within data.

Learning Opportunities:

Gain a good understanding about the cash management policies of the department. Gain a good understanding about the treasury activities of the department. Gain insight into corporate budgeting process used by the department. Learn internal and external financial reporting procedure used by the department.

Recommended Skills:

The student should be interested in financial markets and products and have completed or worked towards a bachelor's degree in computer science, accounting, finance, or economics. Having an intermediate-level understanding of Microsoft Excel, including pivot tables and VLOOKUP functionality, is preferred. Ability to collaborate and thrive in a team setting. Self-motivated, detail-oriented, committed to ethical behavior and professionalism.

***Note:**

- Position Descriptions can be as detailed as you desire. This is just a sample.
- Be sure to never use the word 'lead.'
- Language used should always be 'assist' and 'work with staff' to be sure it does not look like a staff position.
- Promotional materials can always be more detailed than the PD.