



Job Description

// Index Operations Intern

About Alerian and S-Network Global Indexes, Inc.

Alerian, together with its subsidiary S-Network, is a leading independent index provider focused on building innovative, index-based investment strategies. Through indexing, benchmarking and calculation services, Alerian serves the global investment community. Built on a foundation of data rigor and specialty research, Alerian's comprehensive family of indexes includes the leading energy, thematic and smart-beta indexes, such as the first real-time MLP index – The Alerian MLP Index, S-Network Closed-End Fund Index Series, S-Network Global Benchmark Family, S-Network Dividend and Income Indexes and S-Network Renewable and Natural Resources Indexes. Today, Alerian has over 200 customers world-wide.

Summary

The Index Operations Intern will support our team by assisting with the research, creation, and development of market indexes. The internship term will be 90 days (beginning immediately) with evaluation for potential extension following.

Responsibilities

- Daily maintenance and monitoring of capital action activity covering equity markets
- Compilation of index-related data and preparation of statistical reports
- Research related to index developments and reconstitutions

Skills & Experience

- Microsoft Office proficiency with advanced Excel knowledge
- Applied math, particularly financial statistics
- Programming, especially in Python and VBA
- Familiarity with data terminals such as Bloomberg, Eikon, and FactSet
- Excellent interpersonal acumen with the ability to interact positively with co-workers and management
- Strong organizational and time management skills
- Ability to self-manage daily and monthly deadlines
- Robust verbal and written skills

Compensation and Work Schedule

- \$15/hour
- Work remotely: 9:00 a.m. – 5:00 p.m. ET, Monday through Friday (commute/travel to the office will not be required)

To Apply

Please send your resume and cover letter to careers@alerman.com.