

SALI Fund Services IT Intern

Firm Summary:

Founded in 2002 and based in Austin, TX, SALI Fund Services (“SALI”) provides a turn-key solution for the creation and administration of Insurance Dedicated Funds (“IDFs”). SALI administers IDFs for a broad range of alternative asset managers, from boutique hedge funds to the largest wealth management institutions in the world. Currently, SALI manages over 130 separate IDFs with over \$15 billion of assets under management.

SALI enables investment managers to create tax compliant IDFs which can be attached to insurance company Private Placement Variable Annuity and Private Placement Life Insurance investment account platforms. On an ongoing basis, SALI serves as the fund administrator to the IDF.

Position Summary:

We are seeking a bright IT intern to assist with daily maintenance of all technology related products and software. The internship provides a good stepping stone to the IT functions of a business. The intern will work closely with all SALI full-time team members and be integral to the success of the business.

Responsibilities:

The IT Intern’s role will be to maintain the firm’s IT operation / network solutions and perform other operational functions, as needed. Such duties may include:

- Performing weekly maintenance on all office computers.
- Responding to user requests for computer service and troubleshoots.
- Perform minor repairs to equipment and arrange for other servicing needs.
- Identify and report system issues to vendors. Monitor and test resolution of those issues.
- Reformatting old / new computers, as necessary.
- Planning / coordinating new network solutions, as instructed.
- Maintaining video conference system, as necessary.

We are looking for someone with approximately two years of college coursework left and a desire to stay in the position for an extended amount of time.

Desired Skills and Experience:

- IT background / experience preferred.
- Computer maintenance experience preferred.
- Willingness to work 40 hours / week during the summer and 20 hours / week during the year.
- Strong written and verbal communication skills.
- Ability to respond effectively to inquiries or complaints.
- Must be accountable & proactive.
- Proficiency in computer applications:

- Microsoft Excel - manipulation of data: transferring data; development of charts and tables;
- Microsoft Word - Entering and formatting text; inserting charts, tables and other visuals.
- Conducting research via internet.

Compensation:

\$12/Hour

Please send a cover letter and resume to hr@sali.com