



About River Road Asset Management: River Road is an institutional investment management firm located in Louisville, KY. Founded in April 2005, River Road provides institutional separate account and investment sub-advisory services to a broad range of domestic and international clients.

Location: Louisville, KY

Position: Operations Intern

Status: Internship – Part time

Reports To: Director of Compliance

Job Description: Assists the portfolio analytics and compliance departments with administrative functions.

Primary Responsibilities:

- Assists in maintaining compliance books and records in electronic and hard copy
- Assists in performing compliance testing and maintaining the compliance calendar
- Assists in the preparation of regulatory filings
- Assists in the management of proxy voting, including account set up
- Assists with special projects
- Assists with general administrative duties and functions for the firm as assigned
- Assists with data distribution of marketing collateral
- Assists the portfolio analytics team with internal/external reporting analysis as needed

Experience and Qualifications:

- Some college coursework required; ideally looking for a sophomore or junior
- Strong written and oral communication skills
- Strong Microsoft Excel skills preferred
- Extraordinary attention to detail
- Strong organizational skills
- Ability to multi-task
- Interest in regulatory compliance, the investment management industry preferred
- Professional and/or industry-related experience preferred

Applicants are asked to include a cover letter with their application.

To apply, please email careers@riverroadam.com

River Road Asset Management is an equal opportunity employer and a drug free workplace.