

SMIF

Student Managed Investment Fund

Chief Operating Officer Role Description

Last updated: 10/22/2023

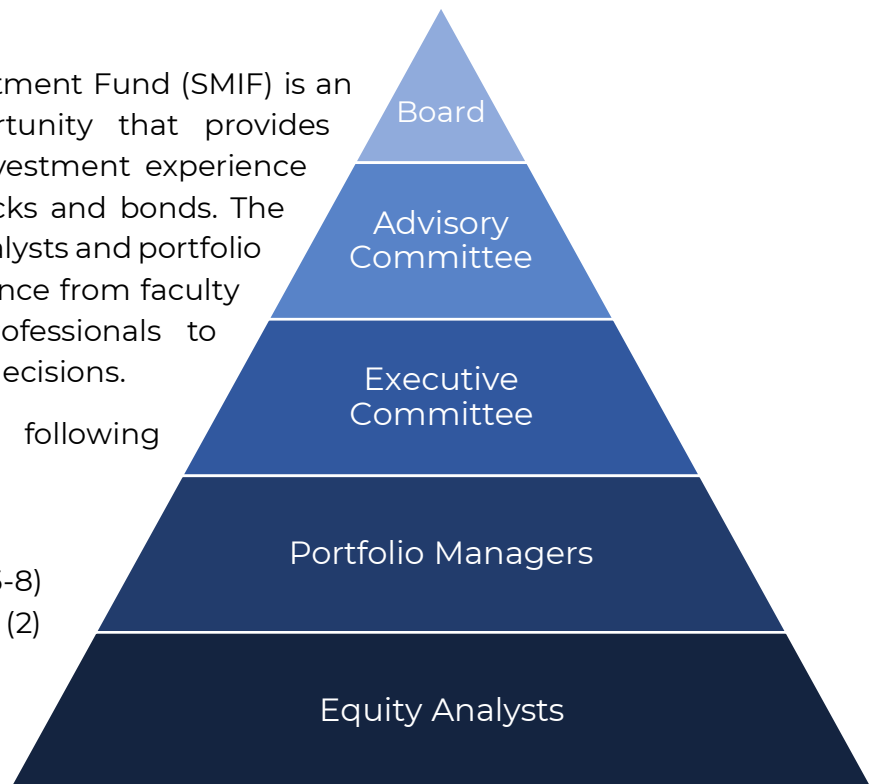
SMIF Overview

The Student Managed Investment Fund (SMIF) is an experiential learning opportunity that provides students with real world investment experience managing a portfolio of stocks and bonds. The students act as the equity analysts and portfolio managers and receive guidance from faculty members and industry professionals to make informed investment decisions.

The organization has the following structure:

- Board of Directors (5)
- Advisory Committee (5-8)
- Executive Committee* (2)
- Portfolio Managers* (5)
- Equity Analysts* (8-12)

*Student positions



Position Overview

The Chief Operating Officer (COO) is an integral role that will oversee all non-investment related activities related of the SMIF. The COO will cover aspects such as marketing, finances, event planning, corporate relations, and human resources. This individual will work closely with the CEO to develop and execute a strategic vision, build partnerships, establish a brand, and continue to expand the initiative. The COO may also oversee a team to assist them if necessary.

The ideal candidate should possess strong leadership skills, be effective at communicating, demonstrate creativity, and be a motivated self-starter. This role oversees many areas of the organization, and as such, the candidate should be well-rounded and comfortable with pursuing new ideas.

Responsibilities

COO responsibilities include, but are not limited to:

- Working alongside the Executive Committee to ensure the execution of the strategic vision and success of the SMIF.
- Conducting the recruitment and interview process for all Portfolio Manager and Equity Analyst positions with the Executive Committee and Faculty Advisor.
- Establishing policies and procedures that strengthen organizational culture and increase efficiency.
- Seeking partnership opportunities with companies and various external organizations.
- Developing an operational budget, tracking expenses, and preparing financial statements.
- Managing social media accounts (Instagram, LinkedIn) and website (built on Wix).
- Creating content for the digital platforms.
- Planning events, seminars, and information sessions with corporate partners.
- Pursuing new projects or initiatives that align with the SMIF's objectives.
- Additional duties as they arise.

Requirements

To be eligible for the position, a person must:

- Be a current Bachelor of Commerce student in the Asper School of Business.
- Register for courses as a full time or part time student during the Winter 2024, Fall 2024, and Winter 2025 semesters.
- Enroll and successfully complete FIN 4230 in the Winter 2024 semester.
- Have a minimum of 60 credit hours completed at the time of application.
- Have a minimum GPA of 3.50.
- Have completed the following courses with a minimum grade of B+:
 - FIN 2200 – Corporate Finance

Commitment Level

Winter 2024	Summer 2024	Fall 2024	Winter 2025
High 10-15 hours/week	High 10-15 hours/week	High 10-15 hours/week	High 10-15 hours/week

SMIF positions begin after successfully completing the FIN 4230 Applied Asset Management course in Winter 2024 and carry a 12-month term from May 1, 2024, to April 30, 2025. Co-op and/or work terms can be accommodated.

Apply

Please submit your resume, transcript, and a 300 word letter explaining why you want to be involved to aspersmif@gmail.com and d.stangeland@umanitoba.ca.

Application deadline is **November 5, 2023**.

More information on www.aspersmif.com.