

Office of the Illinois State Treasurer
Position Description

Position Title: Illinois Secure Choice Intern
Division: Financial Products
Domicile: Chicago, Hybrid or Full-Time In-Person.

Position Summary:

The Illinois State Treasurer's Office offers a variety of low-cost, high quality financial products to help individuals and families save for retirement, higher education, and the future. The programs help to fulfill the State Treasurer's mission to give families the tools they need to achieve the American Dream. At the close of 2021, these financial products included more than \$17B in assets across more than 500,000 retirement, college, and ABLE savings and investment accounts. The Financial Products team, a division within the Illinois State Treasurer's Office, is responsible for administering these programs, including program oversight, marketing, product development, and analysis.

The Secure Choice retirement savings program provides private-sector workers with access to a retirement savings vehicle if they are not offered an option through their employer. Employers with 5 or more employees who have been in business for at least two years are required to facilitate Secure Choice unless they already offer a tax-qualified retirement savings plan. Through Secure Choice, more than 100,000 Illinois workers have started to save for their retirement.

The Secure Choice team seeks an undergraduate student intern who will help further program goals. Through a full-time, 3-month summer internship, an undergraduate student intern will gain hands-on experience in public finance policy through projects that may include research, data analysis, and program operations. Student interns will be assigned to the primary project detailed below, with a possibility for further opportunities depending on interest, availability, and need.

Supervision:

Reports to the Deputy Director of Secure Choice

Duties and Responsibilities:

Secure Choice

- Conduct a deep-dive quantitative analysis (using Excel) for employers currently registered for Secure Choice.
- Review, conduct research, and document retirement plan data for applicable employers/businesses and provide assistance for ongoing needs related to program enforcement
- Assist in data visualization and program-related reports and metrics; participate in program-related meetings, discussions, and reviews with internal and external stakeholders and partners
- Brainstorm ideas and draft content for various social media platforms

General

- Learn about the Illinois State Treasurer's Office, including major legislation and financial products
- Learn about state government and public finance through research, meetings, informational interviews, and project-based work
- Perform other duties or assist with other projects which are reasonably related to the duties enumerated above

Specific Skills:

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- Data-oriented with high level of proficiency in quantitative analysis skills, particularly Excel. Other data analysis software such as R, Python, Tableau is a plus.
- Strong researcher with experience researching and synthesizing large reports, legislation, articles, and/or data sets.
- Exceptional written and verbal communication skills
- Interest in public policy, public finance, and personal finance
- Reliable and detailed oriented, excellent organizational aptitude
- Strong overall work ethic and ability to work independently and in a team environment
- Strong commitment to the mission of state government, with the ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.

Education and Work Experience:

Working toward a bachelor's degree in public policy, political science, economics, business, or a related field.