



**Position:** MarketVector Index Operations Summer Intern

**Legal Entity:** MarketVector Indexes

**Business Unit(s):** MarketVector Indexes

**Location:** New York, NY

**Department:** Index Operations

**Reporting to:** Global Head of Index Operations

**FLSA Status (us staff only):** Non-Exempt Full-Time Summer

VanEck is a privately held global asset management firm founded in 1955. We develop forward-looking, intelligently designed, active and ETF strategies that strengthen long-term portfolios. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills, and outstanding communication skills, we would like to speak with you.

VanEck's Summer Intern Program includes exposure across the firm through educational, mentorship, and networking events. As an Intern, you will also be exposed to the firm's senior management, gain an understanding of the financial services industry and learn critical business skills. Our internship program will build more than just your resume — it will challenge your knowledge, build your network and drive your career path. Our program spans 10 weeks and typically runs from June 2 – August 8. If you are looking to gain valuable hands-on experience while working with talented individuals, apply now!

MarketVector Indexes (MarketVector), a subsidiary of VanEck, develops and maintains the MarketVector, MVIS and BlueStar Index families, a wide range of more than 170 investable benchmark indices. Our index solutions span digital assets, fixed income and equities, with strengths in hard assets, emerging markets, ESG and disruptive thematic indexes. Our family of indexes cover targeted asset class exposures as well as dynamic multi-asset strategies using a rules-based index framework.

We are looking for a highly motivated individual interested in learning about all aspects of a fast-paced, innovative index business. You will work with a global Index Operations team and also have exposure to the daily tasks at other key departments (Strategy, Sales, Marketing, Research, Product Management) within MarketVector.

**Essential Duties and Responsibilities:**

Includes the following, other duties may be assigned as needed:

- Support MarketVector index operations and other departments on a daily basis
- Monitor index data on daily basis
- Prepare regular index statistics and reports
- Take part in projects related to index operations, new indexes and index research processes
- Maintain knowledge of index industry news and events
- Provide competitive index information

## Qualifications

- Excellent data skills
- Familiarity with standard Software (MS Office, especially Excel)
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Team player with good communication skills
- Proficiency in written and spoken English
- Programming skills are a plus (Python, R, VBA, SQL)
- Capital markets knowledge
- Roll up your sleeve work ethic
- Professional demeanor

## Education and/or Experience

- Currently entering junior level (3<sup>rd</sup> year) or beyond within a 4-year college program
- Some experience within a corporate environment is helpful but not required

## Competencies

To perform successfully and gain the most from this internship, an individual should demonstrate the following competencies:

- Professional demeanor
- Capacity for learning new procedures/ideas
- Motivation
- Enthusiasm

## Language Skills

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## Compensation:

- The maximum hourly rate for this position is \$25 an hour

*VanEck is committed to treating all applicants and employees fairly and to providing equal opportunity in compliance with applicable federal, state and local laws. VanEck does not and will not discriminate against any employee or applicant for employment on the basis of race, religion, ancestry, color, gender, gender identity, pregnancy, age, physical or mental disability, national origin, marital status, sexual orientation, citizenship status, covered-veteran or military status, genetic information, and/or any other factor protected by law.*

In order to be considered for this position, please submit resume with the subject line "MarketVector Index Operations Intern" to [internships@vaneck.com](mailto:internships@vaneck.com).