

## STAFF OPENING

**Title:** Research Assistant  
**Department:** Research (Statistical Research)

As the leading global association of mutual funds, ETFs, and other regulated funds, the Investment Company Institute encourages adherence to high ethical standards, promotes public understanding, and works to advance the interests of funds, their shareholders, directors, and advisers. We currently have a Research Assistant position available in our Research department.

As a member of the Statistical Research group, this position is responsible for collecting and verifying data from one or more on-going surveys; responding to data requests; and providing support to other division projects during periods of peak demand.

Essential functions of this role include:

- Works with contacts at mutual fund companies to collect data on a timely basis.
- Organizes and manipulates data files using Excel.
- Loads files into the database and performs data entry as necessary.
- Reviews and analyzes industry statistics, which involves identifying discrepancies.
- Researches discrepancies and communicates with contacts in order to resolve data issues.
- Meets regular deadlines, including those for processing data, quality checks, and researching anomalies.
- Assists on a variety of projects by calling for data, responding to telephone requests and other duties as assigned.

If you have the following credentials, we encourage you to apply:

- Undergraduate degree in finance/accounting, business, economics or related field.
- Demonstrated ability to use computer programs and to work accurately with statistics.
- Experience working with datasets in Excel, Access, SAS or similar software preferred.
- Attention to detail and accuracy.
- Good organizational and analytical skills.
- Demonstrated ability to follow through and resolve issues.
- Ability to multitask and meet rigid deadlines.
- Excellent communication skills needed to develop and maintain cooperative working relationships with member contacts and departmental staff.

ICI offers competitive pay, excellent benefits to include a comprehensive medical plan, generous 401(k) retirement savings plan, paid leave, commuting subsidies, and tuition reimbursement as well as training

and development opportunities. Based in Washington, DC, ICI is conveniently located next to McPherson Square Metro station.

To be considered for the position, email your cover letter and resume to [employment@ici.org](mailto:employment@ici.org)

ICI is an Equal Opportunity Employer that values diversity and inclusion in the workplace.