What Can I Do to Add to My ECON Degree?

Department of Economics
Your ECON Degree is not enough!

• Academics are important, but employers and graduate schools want to see more

• Internships are not the only way to build up the skills you need to be employable

• Transferrable Skills, Personal Qualities, and Gaining Experience
Good Grades are not enough!

Education takes up a small part on your resume

**Education is important, that is why it is first, it just isn’t everything!**

Work, Experiences, Skills, Competencies

These are going to show that you can handle the job and you have the relevant experience to fit their company, department, and position
Skills Employers Look For:

• Ability to work in a team structure
• Ability to verbally communicate with persons inside and outside the organization
• Ability to make decisions and solve problems
• Ability to obtain and process information
• Ability to plan, organize and prioritize work
• Ability to analyze quantitative data
• Technical knowledge related to the job
• Proficiency with computer software programs
• Ability to create and/or edit written reports
• Ability to sell or influence others

https://www.careercenter.illinois.edu/students/resume/skills
Know Your Career Trajectory

Narrow down the industry or job type you will pursue (there are so many career paths)

This will allow you to decide on the most important skills – Ex. ‘Investment Banker’ or ‘Analysis’
Learn about the Profession

• Internet Searches
• Informational Interviews
• Networking
• Work, Internship, or Volunteer
• Professional Organizations
• The Career Center Website
• Job Descriptions

illinois.edu
How to find the skills you need

Look at job descriptions to see what skills are most desirable (what is required and/or recommended for the job)

- **I-Link** [https://i-link-illinois-csm.symplicity.com/](https://i-link-illinois-csm.symplicity.com/)
  - And other job databases
- **O*NET Online** [http://www.onetonline.org](http://www.onetonline.org)
- **Illinois Career Info System**  
  *(Username: illinois Password: careers)*  
  [https://ilcis.intocareers.org/materials/portal/home.html](https://ilcis.intocareers.org/materials/portal/home.html)
- **Career Click**  
  *(Username: illinois Password: careers)*  
  [http://www.ides.illinois.gov/_layouts/BCCS.WCM.List404Handler/URLRedirec
Job Description

Job Title: Analyst  
Function: Public Finance

Division: Investment Banking/Public Finance  
Location: Chicago

Reports To: Managing Director  
Manages Others: No

Band / Grade:  
Salary Range:  
Travel: Up to 5%

FSU Status: Exempt  
Employment Type: Employee  
Approved By & Date:

Summary:
The objective of this position is to provide support to senior bankers and associates on all aspects of business development. This includes, but is not limited to, ongoing client coverage, relationship management, deal execution, request for proposals (“RFPs”) and generate revenue. As public finance professionals, we assist state and local governments access the capital markets through the sale of tax-exempt and taxable securities.

Essential Duties and Responsibilities (other duties may be assigned):
- Update, create and review debt profiles for target clients
- Prepare client memos and presentation materials
- Run new money and refunding numbers, as needed
- Act as project manager for request for proposals by:
  - Prepare non-finance plan responses
  - Coordinate with other departments to get necessary information
  - Draft finance plan for RFPs
- Provide analytical support on all co-managed and senior managed financings, including:
  - Read and provide comments to documents
  - Draft rating agency/investor presentations as required,
  - Coordinate and interact with the underwriting desk and other members of the financing team
- Facilitate, attend, and participate in meetings and conference calls
- Complete and distribute internal deal related forms (i.e. sales memo, profit & loss statements)
- Maintain client files
- Alert team to financing opportunities and take action as appropriate
- Keep banking team aware of relevant news regarding ongoing client coverage and relationship management

Supervisory Responsibilities
The job has no supervisory responsibilities.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:
- Effective project management skills
- Strong communication skills (verbal, written and active listening)
- Detailed oriented and results driven
- Ability and willingness to think through problems
- Excellent quantitative, qualitative and research skills
- Strong work ethic
- Self-motivated and confident; ability to work with minimal supervision
- Strong customer service and relationship building skills
- Ability to exercise discretion in handling confidential information
- Ability to work with all levels of employees and clients

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Preferred Skill(s)
Bachelor’s degree and/or coursework in Economics, Finance, Business, Mathematics, Engineering or any science.

Previous work experience within the investment banking industry in Public Finance.

Proficient experience working within a team-based environment.

Certifications, Licenses, Registrations
Series 7 or 52 and 63 license are required within 90 days of employment.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands of this position are primarily sedentary but may require gripping with hands and fingers, hearing and talking in-person or by phone, keyboarding, reaching, sitting, standing and walking. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office environment. The noise level in the work environment is moderate consisting of employee conversations, general office equipment such as printers and light traffic.
Essential Duties and Responsibilities (other duties may be assigned):

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Previous experience working within a team-based environment.

Proficient experience with Microsoft Office (Excel, PowerPoint, Word, etc.), research databases and financial modeling software.

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Assess your current skills

- **EPICS Competency Builder:**
  https://www.epics.illinois.edu

- **Skills Inventory:**
  http://duluth.umn.edu/careers/inventories/skills_test_intro.html

- **Motivated Skill Test:**
  http://www.stewartcoopercoon.com/jobsearch/freejobsearchtests.php

- **Skills Search:**
  http://www.onetonline.org/skills/
How can you show the skills?

Skills for Success Sheets:

• **Communication Skills:**
  [https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Communication.pdf](https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Communication.pdf)

• **Interpersonal:**
  [https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Interpersonal.pdf](https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Interpersonal.pdf)

• **Leadership:**
  [https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Leadership.pdf](https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Leadership.pdf)

• **Teamwork:**
  [https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Leadership.pdf](https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Leadership.pdf)

• **Technical:**
  [https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Technical.pdf](https://www.careercenter.illinois.edu/sites/default/files/docs/SkillsforSuccess-Technical.pdf)

• **Other Important Skills:** **Global Understanding, Cultural Awareness, and Diversity Education**
How can you gain these skills?

- Major(s), Minors
- Specific Classes
- Jobs
- Internships
- Volunteer
- Certifications
- Professional Organizations
- Special Projects
Leadership

• It is not enough to get involved, you need to build your **Leadership**
• You don’t have to necessarily be on the Executive Board of a group, you can volunteer to lead an event, a discussion, a group, serve on a committee, take on a project, etc.
Building Skills

• Seek out opportunities you enjoy, care about, or are passionate about

• Interviewers are able to tell if you were just doing something for minimal involvement, or if you show passion in your work - they want passion

• Unique experiences may stand out and prompt an employer to ask

• Important for graduate school and employment
Some options...

Alternative Spring Break [http://www.illinoisasb.org](http://www.illinoisasb.org)

- Native American Culture and Children; Disability Awareness; United Cerebral Palsy; Urban Farming; Energy Conservation; Elderly and Disability Awareness; Environmental Concerns; Wildlife
- Volunteer and have a great experience
- **Skills**: teamwork, communication, leadership, interpersonal

Volunteer

Join a Club AND help with planning events

Illinois Leadership Center

Market Information Lab or Special Skill Training

On-campus internship or special project
Beyond...

• **Internship!!!** (All Campus Career Fair)
• Take courses such as **ENG 315, leadership, diversity**...
• **Work on campus:**
  – Dining, Residence Halls, Student Affairs, Career Center Paraprofessional, Alumni Association, and many more...
• **Certificate Programs**
• **Attend programs and seminars**
Market Information Lab

https://business.illinois.edu/mil/
ENG 315

- http://linc.illinois.edu/
Lynda.com

- https://www.cites.illinois.edu/training/lyndatutorials.html
Certificate Programs

Maybe only 2 or so classes required with some, but other experiences required

- Leadership Certificate
- LENS Diversity Certificate
- Certificate in International Development
- International Student Career Certificate
- Translation Studies Certificate
- ACDIS Certificate in Global Security
- Latina/o Resilience Network
- Public Relations Certificate
- Conflict Resolution Training
On campus “internships” or experience

• Identify a **skill** you would like to **build**
  – Ex. Data Analysis
• Identify **relevant offices on campus**
  – Ex. ECON, IGPA, Alumni Association, student affairs...
• Compose a **proposal** including availability, and experience
• Set-up **meeting to discuss an unpaid “internship”** to help with their needs
• You get **experience** and they get **assistance**!
Unpaid Campus “Internships”

- While some units may be able to pay students, not all have the funding
- You can work shorter hours on the unpaid experience, and work on larger projects
- You are also gaining great references which are very important
- Maybe it’s a fundraising or promotional campaign for the Cultural Houses, working Lobby Day in Springfield, helping with a website, blog, or social media...these will help fill in space on your resume, build skills and references, and should be fun!
Represent your Skills

• Change your job and organization duties and the order of your resume based on the skills the job/internship requires

• Write your cover letter to highlight these areas