

**Jefferies LLC
Investment Banking
Municipal Securities Group**

**Analyst
Higher Education and Nonprofits Group**

GROUP DESCRIPTION: Jefferies' Municipal Securities Group currently employs nearly 100 specialists focused on the municipal bond market and dedicated to structuring, underwriting, selling and trading municipal securities. Our team provides investment banking and capital markets advisory services to issuers of municipal debt, including states, cities, towns, state authorities, and 501(c)(3) borrowers, among others. With public sector and industry expertise, Jefferies has become a market leader in the areas of: airports; asset securitization; education; general government tax-backed; healthcare; housing; interest rate derivatives; public power; redevelopment finance; state revolving funds; tobacco securitization; transportation; water and sewer; and project financing.

PRIMARY RESPONSIBILITIES: As an Analyst in the Municipal Securities Group's Higher Education and Nonprofits Group you will rapidly assume significant responsibilities, including: providing financial modeling to support banking activities; building and maintaining a variety of databases; providing refunding and restructuring analyses; preparing proposal and presentation materials; working closely with senior bankers on transactions; and interfacing with underwriters, salesmen and traders. **This position will start immediately and will be based on New York.**

REQUIRED BACKGROUND/SKILLS:

- Strong technical, written and verbal communication skills
- Demonstrated ability to multi-task, managing a variety of transactions and projects simultaneously and sometimes managing conflicting priorities
- Resourceful self-starter, able to work autonomously and as team player
- Detail-oriented and organized
- Excellent interpersonal skills

QUALIFICATIONS:

- Four-year undergraduate degree
- 1+ years of investment banking, consulting or relevant experience in the financial services industry
- Working knowledge of Microsoft Excel, Word and PowerPoint
- Demonstrate professionalism and client management skills

APPLYING: Please send a cover letter and resume to Joshua Meltz at jmeltz@jefferies.com.

Jefferies