



Internship Role Description for Upward Mobility Scholar Applicants

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| Hosting Organization: | Synergy Global Housing | | |
| Role Title: | Client Services Intern | Number of roles available: | 1 |
| Available to (select any that may apply): | College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/> | | |
| Internship Work Address: | Number, Street, City, State, Zip 3000 Executive Pkwy, Suite 315, San Ramon, CA 94568 | | |
| Work location & office COVID protocols | All in person <input type="checkbox"/> All virtual <input checked="" type="checkbox"/> Flexible/hybrid If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/> This internship is fully remote/virtual. | | |
| If COVID distance restrictions persist, will internship proceed this summer? | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Mission of Program: | Upward Mobility provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers. | | |
| Anticipated Start Date: | June 13, 2022 | Anticipated End: | August 19, 2022 |
| Number of weeks: | 10 weeks | Hours per day: | 8 hours |
| Workday starts at: | 8am | Workday ends at: | 430pm |
| Hiring Manager's Name/Title: | Robert Wyatt VP, Client Services | | |
| Hiring Manager's Email: | rw Wyatt@synergyhousing.com | | |

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| Host Org's website: | http://www.synergyhousing.com |
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| Internship Summary: |
| <p>Paragraph describing the internship opportunity including other people or functions the intern will interact with, stakeholders they'll support, accountabilities, etc.</p> <p>Synergy's intern will perform administrative and clerical responsibilities in support of the Client Services Department. Opportunities to interact with other departments will also be available when assigned a project that warrants working with other teams.</p> |
| Essential Responsibilities of the Role: |
| <ul style="list-style-type: none"> • |
| Knowledge and skills required: |
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What does success look like for the intern at the end of the summer:

We have the following goals that will be key to the success of the internship program as:

- Ensure that our intern will see the impact of their contributions on tasks / projects assigned – seeing the final output or deliverable.
- Learn and practice new skills.
- Build network and connections (within the company and within the industry).
- Receive and provide feedback from mentor, co-workers and manager.
- Ensure that they will have a meaningful internship experience.

Training Program

Please describe any training provided to the intern through the internship period.

Our chosen intern will be provided with a comprehensive program that will cover all aspects of the business, company culture, industry knowledge and job specific training (soft and hard skills). Our training methodology will be a combination of instructor-led and technology-based training, on-the-job training, simulation exercises, coaching/mentoring, case studies and roleplaying.

Prepared By:

Sharon Mercado

Date:

April 05, 2022