



Internship Role Description for Upward Mobility Scholar Applicants

Hosting Organization:	Plus Relocation Services, Inc.		
Role Title:	Consulting 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:	600 hwy 169 south, suite 500, Minneapolis, MN 55426 We are open to the best arrangement for the candidate that is the best fit, which may absolutely include an entirely virtual schedule. Regardless of their location, our plan will be to welcome the intern to our Minneapolis office at some point while working with our team. We anticipate the visit to be a shorter period of time, of a week or so. Along with this we fully anticipate the expense that will go with this and are excited to have the opportunity to work by their side in person – if they are open to the opportunity as well.		
Work location & office COVID protocols	All in person <input type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
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 hrs per day
Workday starts at:	8:30 CST (can be flexible)	Workday ends at:	5pm CST (can be flexible)
Hiring Manager's Name/Title:	Mary Fitzpatrick/Director, Consulting Services		
Hiring Manager's Email:	mfitzpatrick@plusrelocation.com		

Host Org's website:	https://plusrelocation.com/
----------------------------	---

Internship Summary:

Working within the Consulting Services team at Plus Relocation, the Upward Mobility intern will gain exposure to the inner workings of the company and supply chain partners who deliver world class global relocation and assignment services to our clients and their employees. We are a small team that creates a big impact. The intern will have the opportunity to participate in meaningful projects across all functions and roles (top to bottom, from CEO to other interns) within the company. Working independently and with teams to leverage design thinking strategies for root cause solutioning, the intern will support the management of multiple projects, and have the opportunity to report out on insights and solutions to multiple audiences across the organization. They will gain valuable exposure into a wide variety of business challenges (for Plus, for our partners, our clients and the industry overall) that relate to the strategic value of talent mobility. This is such a great spot to get experience while gaining knowledge of the many different aspects of an industry that is much bigger than most people realize.

Additionally, you may be required to participate in group project activities with other interns during work hours.

Essential Responsibilities of the Role:

The projects of the Consulting Team are ongoing and ever-changing, as they provide support to partners both internally and externally. Some responsibilities of the Intern will include, but are not limited to:

- Assist in the development of new and ongoing client and team projects (can include client/team training opportunities, special reports, policy and program benchmarking, etc.)
- Support in the maintenance of the Plus website and technology tools
- Support in the creation, execution, and analysis of any surveys for our internal and external customers
- Opportunity for data analysis to find insights that will help us to advise clients and team members
- Opportunity to create, edit, support and critique multiple types of content (written, audio, video)

Knowledge and skills required:

Preferred Skills:

- Strong organizational skills with the ability to handle multiple tasks simultaneously
- Ability to be a self-starter and work autonomously, as well as be part of a successful team
- Passionate about providing excellent customer service to both internal and external customers
- Ability to manipulate and analyze data
- Strong verbal and written communication skills
- Attention to detail

What does success look like for the intern at the end of the summer:

The intern will come away with a better understanding of the overall talent mobility industry and the unique challenges that companies face as they try to get the right people, in the right place, at the right time, and at the right cost. They will gain a unique perspective on outsourcing for the services that support the various types of employee mobility, learn more about the economics of the industry, gain exposure to key trends, and see how it all fits into the overall global economy. The intern will have had the opportunity to work in a culture of innovation for a company that is a leading provider of services and technology in the talent mobility industry.

While many internships offer specific work for a specific team, this intern will have the opportunity to work with teams and employees across the entire organization as we collaborate on our Consulting mission to “design solutions and share insights with our clients, partners, and industry”. The intern will have the opportunity to work with a dynamic group of Consulting experts.

Training Program

This intern will be part of a larger group of interns at Plus Relocation, besides being part of the Upward Mobility cohort. What interns can expect to gain from Plus’s program:

- Understand business structure and cross functionality of departments.
- Learn about your role and team.
- Gain an understanding of Plus operations and the global mobility industry.
- Enhance your professionalism and business etiquette.
- Acquire a valuable understanding of business principles.
- Further develop your ability to manage time and prioritize.

Summer Highlights will be:

- ✓ Meet your PAL (Plus Advising Leaders) • Your “go to” person within your department, this person should introduce themselves to you on your first day.
- ✓ Plus Orientation Meeting • Learn more about the Plus internship program as well as expectations and professionalism in the workplace.
- ✓ Check-ins with Manager • Meet with your manager to discuss development, workload, general questions, etc. over the summer.
- ✓ Intern Blog (One write-up per intern) • Take the time to reflect on and write about your experience as an intern so far as prompted by Krista.
- ✓ Meet & Greets / Department Overview Meetings • Get to know different Plus leaders & learn about various departments (1-2 meetings per week).
- ✓ Strengths Workshop • Learn about your individual Gallup strengths and how to apply these to your career. ✓
- All Staff Meeting • Attend our quarterly staff meeting to see how Plus comes together to communicate important company updates.
- ✓ Speed Networking Activity • Network with Plusites from different departments to learn more about other jobs at Plus.
- ✓ Intern Evaluation • Complete an online evaluation sharing about your experience so we can make enhancements to the program.

Our Consulting team will assess the individual skills of the intern and provide any training needed to address requests and participate in the advisory process.

All Upward Mobility Interns will participate in group training for knowledge development in the Global Mobility industry. Training to occur over a series of virtual training sessions across intern program participants.

Prepared By:	Name	Date:	Date
--------------	------	-------	------