



## Internship Role Description for Upward Mobility Scholar Applicants

|   |   |   |                |
|---|---|---|----------------|
| <b>Hosting Organization:</b>  | SIRVA   |   |                |
| <b>Role Title:</b>  | <b>Analytics Intern</b>   | <b>Number of roles available:</b>                                   | 1              |
| <b>Available to</b> (select any that may apply):                                    | College students (2022/23 school year):<br>Freshman <input checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/>                                 |   |                |
| <b>Internship Work Address:</b>   | 702 Sw 8th St., Bentonville, AR, 72716  |   |                |
| <b>Work location &amp; office COVID protocols</b>                                   | All in person <input type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/><br>If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/> |   |                |
| <b>If COVID distance restrictions persist, will internship proceed this summer?</b> |   | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                |
| <b>Mission of Program:</b>  | Upward Mobility provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.  |   |                |
| <b>Anticipated Start Date:</b>  | Date 5/23/22  | <b>Anticipated End:</b>   | Date 8/12/2022 |
| <b>Number of weeks:</b>   | 12  | <b>Hours per day:</b>   | 8              |
| <b>Workday starts at:</b>   | Flexible  | <b>Workday ends at:</b>   | Flexible       |
| <b>Hiring Manager's Name/Title:</b>   | Matthew Wormer, Director, Global Account Management   |   |                |
| <b>Hiring Manager's Email:</b>  | Matthew.wormer@sirva.com  |   |                |

Host Org's website: <http://www.sirva.com>

**Internship Summary:**

Paragraph describing the internship opportunity including other people or functions the intern will interact with, stakeholders they'll support, accountabilities, etc.

**Perform administrative tasks such as data entry, run reports, analyze and review data, manage daily mail and email requests, track and manage tasks, support projects as needed. Participate in weekly department and internship led training sessions.**

**This position will be located on-site in Bentonville, Arkansas, either full time or hybrid office schedule. This is a client facing position.**

**For all Upward Mobility positions: Additionally, you may be required to participate in group project activities with other interns during work hours.**

**Essential Responsibilities of the Role:**

**Functions and Responsibilities:**

- Run reports from multiple data bases and consolidate data as needed
- Manage multiple requests and meet established deadlines
- Complete complex and customized client reports in an efficient manner
- Analyze high level data trends and highlight those trends within the reports

·Works on ad-hoc reports due to client requests and internal reporting needs  
 ·Work independently to manage the pipeline of reports that are due to be delivered

**Knowledge and skills required:**

**Qualifications and Preferred Skills:**

- Prefer Juniors and Seniors, but will consider other class levels
- Ability to work independently or in a team environment
- Can take initiative and perform effectively in a fast-paced environment
- Proficiency with Excel, Word and other Microsoft applications
- Excellent oral, written, and communication/presentation skills
- Undergraduate degree in progress required
- Prefer GPA of 3.0 or higher

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

The intern will have gained exposure to the global mobility industry as well as gaining experience in a corporate setting. The intern will participate in programming throughout the course of the internship.

**Training Program**

The Analytics Intern will complete initial training with their manager.

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: Kristin Pokorny Date: 3/28/2022

