



Internship Role Description for Upward Mobility Scholar Applicants

Hosting Organization:	Aires		
Role Title:	Intern – Upward Mobility	Number of roles available:	1
Available to (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/>		
Internship Work Address:	Pittsburgh, PA		
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"/> <i>Internship positions can be virtual or flexible/hybrid dependent on the student location. Required Travel into the office would be covered by the employer.</i>		
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:	6/1/21	Anticipated End:	9/2/21
Number of weeks:	14	Hours per day:	8
Workday starts at:	9:00 AM (flexible)	Workday ends at:	5:00 PM (flexible)
Hiring Manager's Name/Title:	Georgia Evanochko – Manager, Talent Acquisition		
Hiring Manager's Email:	gevanochko@aires.com		
Host Org's website:	https://www.aires.com/		

Internship Summary:

At Aires, we are leaders, continually setting the standards for the relocation industry. Our focus is to deliver a profitable service, maximizing human, technological, and environmentally friendly resources to affect innovative change that exceeds customer expectations. An internship at Aires will provide valuable work experience that will help students put their education into practice, develop their leadership skills and give them a competitive advantage as they pursue full-time employment.

Our expectations for our interns:

- Team oriented mindset, with a strong sense of care and urgency
- Can-do attitude
- Genuine desire to help others

- Assist with our current goals and projects
- Fresh perspectives, enthusiasm, motivation, and positive energy
- Serve as a brand ambassador and help increase our name in the marketplace

What our interns can expect from us:

- Gaining experience, developing skills, making connections, strengthening their resumes, learn about a field, and assessing their interest and abilities
- A sense of corporate citizenship
- Lunch & Learn sessions with guest speakers with experience in Project Management, Sales, Operations, Accounting & Finance, and IT
- Access to LinkedIn Learning, including eLearnings on compliance and other topics (Meeting with the C-Suite, Active Listening, Communication, etc.)
- Support and mentorship from employees across the company
- Working on a collaborative project with other interns to solve a real-life business problem and present to managers

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

Essential Responsibilities of the Role:

The intern will provide support for various key areas within the company, while learning about the relocation management industry.

- Assist with daily functional tasks, which may include data entry, reporting, and clerical duties
- Assist with process improvements, which may include data analysis, auditing, and providing feedback
- Provide project management support
- Attend functional meetings
- Participate in 2021 Internship Project (TBD)

Knowledge and skills required:

- Current undergraduate college students, at least sophomore status
- A minimum GPA of 3.0
- Excellent customer service and administrative skills
- Computer literacy with MS Office products, and ability to grasp proprietary software
- Demonstrated ability to manage multiple competing tasks
- Ability to follow policies and procedures

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

At the end of the summer, a successful Intern – Upward Mobility will have gained valuable knowledge of the relocation management industry through assisting with operations workload, contributed to the completion of our annual Internship Project, and presented the Project to management.

Training Program

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:

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Date:

03/17/2022