



## Internship Role Description for Upward Mobility Scholar Applicants

<b>Hosting Organization:</b>	Graebel		
<b>Role Title:</b>	Intern – Operations Team	<b>Number of roles available:</b>	1
<b>Available to</b> (select any that may apply):	College students (2022/23 school year): 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>	16346 Airport Circle, Aurora CO 80011		
<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"/> 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>	June 1, 2022	<b>Anticipated End:</b>	August 1, 2022
<b>Number of weeks:</b>	Number	<b>Hours per day:</b>	8
<b>Workday starts at:</b>	8AM	<b>Workday ends at:</b>	5PM
<b>Hiring Manager's Name/Title:</b>	Amy Wong / Director Talent Relations		
<b>Hiring Manager's Email:</b>	awong@graebel.com		
<b>Host Org's website:</b>	<a href="http://www.graebel.com">http://www.graebel.com</a>		

### Internship Summary:

Graebel Companies, Inc. is currently recruiting for paid temporary full-time openings in the Aurora CO office for a summer Internship. Primary responsibilities would be providing clerical and administrative support to the Supplier Development team. In addition, our interns gather at least once a month with various leadership teams to discuss ideas, learn about Graebel and our recruiting process, and offer suggestions for process improvement.

Commitment: All positions are full-time only, and summer only. Must be able to work least 10 weeks.

What we get:

- Quality admin work.
- Input from you on process improvement.
- A peek into the realities and challenges faced by college students today when job hunting.

What you'll get:

- Competitive Compensation (\$18.50/hr).
- You'll learn social norms and etiquette in a business setting.

- You'll get an introduction to corporate relocation—a peek behind the curtain of what kinds of benefits are offered to a person relocating for work.
- The opportunity to refine your MS Office skills.
- Meetings with our leadership team.
- You'll work with awesome people.

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

**Essential Responsibilities of the Role:**

List the duties and responsibilities

- Administrative duties connected to the relocation files of our transferees
- Maintain accurate records in our system for transferee records
- Complete audits of files ready to be closed
- Assist teams with various tasks as needed

**Knowledge and skills required:**

Preferred Skills

- Proficiency in Microsoft Office Suite and SharePoint
- Strong organizational skills
- Ability to work both independently and on a team

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

Successful interns will have gained an understanding of the relocation industry, learned about the client support that the operations teams provide on a daily basis, and created connections within the organization that can lead to future employment opportunities.

**Training Program**

On the job training will be provided by our managers of the team. We will also provide activities / training for the intern group about the cross-functional areas of the company. Our interns will be expected to join any industry specific training provided to our teams while the intern is employed.

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:	Amy Wong	Date:	4/10/2022
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