



Thursday, December 29, 2022

## Internship Job Description for Upward Mobility Scholar Applicants

The Upward Mobility internship program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

### Name of Hosting Organization:

Altair Global

### Internship Role Title:

Reporting & Compliance Intern

### Number of roles available:

1

### Available to College Students (2023/24 School Year). Select any that may apply):

Junior

Senior

### Work Location & Office Covid Protocols is applicable (select any that may apply):

All in person

Flexible/hybrid- The role can be a combination of virtual and in person

If not virtual, Covid vaccines are required

### Mission of Program:

The Upward Mobility Program provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.

### Internship Work Address:

3201 Dallas Parkway, Suite 1200  
Frisco, TX, 75034

### If the applicant doesn't reside in the local area is your company willing to provide relocation assistance?

No relocation support provided

### Hourly Wage Rate

\$18.00 - \$21.00

### Anticipated Start Date:

Monday, June 12, 2023

### Anticipated End Date:

Friday, August 18, 2023

### Total Number of Weeks for the internship:

10

**Total Number of hours per week the intern is expected to work:** 40

**Workday starts at: (start time or flexible)** Approximately 8:00am

**Workday ends at: (start time or flexible)** Approximately 5:00pm

**Hiring Manager's Name/Title:** George Powdar, Sr VP, Global Reporting & Compliance

**Hiring Manager's Email:** george.powdar@altairglobal.com

**Host Organizations website:**

<https://www.altairglobal.com/>

**Internship Summary:**

The Intern, Reporting & Compliance will function as a junior Business Analyst, and will assist the Reporting & Compliance department on projects and other initiatives assigned by the management team.

**Essential Responsibilities of this role:**

- Analyze / review Altair internal management reports, including defining and documenting data fields in our systems.
- Work with the Reporting Technical team to confirm report logic
- Other duties as requested by the management team

**Skill Development Opportunities:**

Communication Skills

Problem Solving Skills

Teamwork

Time Management

Work Ethic

**Knowledge and skills required for this role:**

- Study of MIS, Business Analysis, Computer Science
- Strong working knowledge of Excel, for use of documentation and analysis of data
- Strong verbal and written communication skills
- Strong project management skills
- Self-motivated, adaptable, proactive, and collaborative
- Enthusiastic self-starter, with a go-getter attitude, who proactively takes on new tasks
- Flexible and willing to work as part of a team

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

- Intern will acquire business analysis skills; reporting and audit techniques
- Learn how to effectively communicate to team members in all levels of a mid-size organization
- Gain further experience in group setting of peers, working towards a common project goal

**Company Specific Training for Intern:**

- Mentorship by upper-level Reporting/Compliance managers.
- Training on global mobility industry and its current reporting trends and needs

**Prepared by:** Colleen Kelleher

**Prepared by email:** colleen.kelleher@altairglobal.com

**Date:**

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