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:
Equus Software

Internship Role Title:
Business Analyst 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

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:
1809 Blake St , #200
Denver, Co, 80202

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
$17.50

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)	Flexible
Workday ends at: (start time or flexible)	Flexible
Hiring Manager's Name/Title:	Jennifer Guevara
Hiring Manager's Email:	jennifer.guevara@equusoft.com

Host Organizations website:

equusoft.com/

Internship Summary:

Equus Software is a market-leading software company specializing in global workforce management solutions. Since 1999, we have provided award-winning service to our portfolio of high-profile global clients. Our team is known for providing creative software solutions to solve complex business problems.

The Business Analyst internship has been designed to give you an overview of our three main Business Analyst roles at Equus Software. Through these, you will gain an understanding of working at a high-growth technology company in the Global Mobility industry, with skill development opportunities to support your future career.

This is a great place to launch a career in IT software!

Essential Responsibilities of this role:

We want you to gain a well-rounded experience across multiple disciplines at Equus Software and to further your understanding of Global Mobility. Accordingly, we have designed a program during which you will support our teams with the design, implementation, administration, and maintenance of our software solutions and environments.

During the internship, you will have responsibilities including:
- Work with Equus teams across Implementation, Client Solutions, and Tax
- Learn the role of a Business Analyst, and how to use, configure, and test Equus software solutions
- Understand project management methodologies and plans with our Project Manager team
- Support Equus teams and Clients in researching solutions to issues and questions
- Understand how we conduct tax research using legislative sources to identify changes impacting our products
- Meet with key leaders in our organization to learn their roles and how our teams support best practices in software configuration and client support.

Skill Development Opportunities:

Communication Skills   Problem Solving Skills

Interpersonal Skills   Teamwork

Time Management   Creativity   Adaptability

Work Ethic   Leadership Skills

Knowledge and skills required for this role:

Bachelor's Degree candidates, preferably with coursework in Business Analytics, Information

Technology, Tax, or other business areas.

Preferred Skills:
•   An individual who enjoys collaborating
•   Attention to detail and time management
•   Good written and verbal skills
•   Clear communicator
•   Ability to prioritize multiple tasks
•   Enthusiasm to build relationships across diverse teams
•   Comfortable with Microsoft Office Suite (Word, Excel, PowerPoint, Access)

The list above includes some skills we think will contribute towards success in this role but please take these as guidance only. We appreciate and value diverse skillsets across our teams.

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

At the end of the internship we hope that you will feel comfortable working professionally at a high-growth technology company.

You will have contributed towards the Equus community by developing competency in Equus products and supporting our Implementation, Client Solutions, and Tax teams with individual small projects. You will have built relationships across diverse groups with team members around the world, while providing input and value to existing processes and client relationships.

By leveraging knowledge of the Equus team you will better understand the Global Mobility industry, and will be able to formulate a clear business case and project plan for the implementation and ongoing support of a technology project.

Company Specific Training for Intern:

You will be provided with access to Equus Learn, which is our online employee and client learning portal, as well as our Help Center and a roadmap for learning to become an AssignmentPro Super User, should you wish to pursue this.

You will be assigned a Mentor for the duration of the program, who will provide regular check-ins on an agreed cadence with you.

Other information:

The intention for the internship is to offer a set office day in the Denver office for the intern allowing a partnership with the team they are working on.

Prepared by: Tom Richardson

Prepared by email: tom.richardson@equusoft.com

Date: Thursday, December 22, 2022