



Friday, December 15, 2023

## 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:**

Erickson Immigration Group

**Internship Role Title:**

Legal Intern

**Number of roles available:**

1

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

First Year

Sophomore

Junior

Senior

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

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:**

2101 Wilson Blvd, Ste. 1100  
Arlington, VA, 22201

**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**

\$20.00

**Anticipated Start Date:**

Monday, May 20, 2024

**Anticipated End Date:**

Friday, August 16, 2024

**Total Number of Weeks for the internship:**

12

**Workday starts at: (start time or flexible)** 9:00

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

**Hiring Manager's Name/Title:** Meena Rafie, Senior Managing Attorney

**Hiring Manager's Email:** justins@eiglaw.com

**Mentor's Name /Title:** Justin Storch, Associate Attorney

**Mentor's Email:** justins@eiglaw.com

**Host Organizations website:**  
eiglaw.com

**Internship Summary:**

Erickson Immigration Group has an internship opportunity for a motivated candidate looking to gain experience in a full-service international immigration law firm. The intern will gain experience with our international practice, focusing on employment-based immigration to countries outside of the United States for large multinational companies. Projects will include comparative research and reporting on immigration systems and processes around the world, case management, and data management and auditing for our clients.

**Essential Responsibilities of this role:**

- Perform research on international immigration systems to meet client needs and respond to their requests regarding their ability to hire and to transfer employees to global locations. Clearly communicate the time, cost, and level of difficulty for these hires and transfers.
- Prepare white papers and alerts on key developments in international immigration policy to keep our clients up to date and to assist with marketing.
- Assist with case management to ensure that cases move quickly and there is clear communication on case status with our clients.
- Assist with data management and audits to ensure accuracy of data in our systems so our clients can confidently manage their immigration programs, to ensure compliance with international immigration laws, and to ensure clients are prepared for the possibility of any government audits. Assist with efforts on our team to improve internal efficiencies in our delivery of service.

**Skill Development Opportunities:**

Communication Skills	Problem Solving Skills	
Interpersonal Skills	Teamwork	
Time Management	Creativity	Adaptability
Work Ethic		

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

MS Word, Excel, and PowerPoint. Ability to multitask and think proactively. Ability to perform independent research and excellent writing skills. Experience with data management is a plus.

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

At the end of the summer, the intern will have gained valuable research, writing and data management skills, as well as experience working in a fast-paced global immigration firm. Understanding of the global mobility industry and the needs of multinational companies with highly mobile workforces.

**Company Specific Training for Intern:**

Intern will receive training with a variety of programs and tools used in the global mobility industry. High level training on the immigration systems of the countries where our clients have operations.

**Other information:**

This position offers the flexibility of remote work, allowing the selected candidate to be based anywhere while contributing to our dynamic team.

The intern would be provided with a fully equipped laptop.

**Prepared by:** Justin Storch

**Prepared by email:** justins@eiglaw.com

**Date:** Friday, December 15, 2023

**Mentor's Name /Title:** Justin Storch, Associate Attorney