



Monday, December 8, 2025

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:

Aires

Internship Role Title:

Operations Intern

Internship Category

Operations

Number of roles available:

1

Available to College Students (2024/25 School Year). Select any that may apply:

Sophomore

Junior

Senior

Work Location (select any that may apply):

100% Virtual

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.

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

\$17.75

Anticipated Start Date:

Tuesday, May 26, 2026

Anticipated End Date:

Friday, August 14, 2026

Total Number of Weeks for the internship:

12

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

40

Workday starts at: (start time or flexible)

7:00

Workday ends at: (start time or flexible) 4:00

Hiring Manager's Name/Title: Georgia Evanochko

Host Organizations website:

<https://www.aires.com>

Internship Summary:

- Updates internal systems
- participates in training
- monitors and reviews reports
- assists with billing

Essential Responsibilities of this role:

- Updates internal systems
- participates in training
- monitors and reviews reports
- assists with billing

Skill Development Opportunities:

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Adaptability

Work Ethic

Knowledge and skills required for this role:

Requirements:

- ☐ Current undergraduate college students, at least sophomore status
- ☐ A minimum GPA of 3.0

Additional Qualifications:

- ☐ 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
- ☐ Can-do attitude
- ☐ Genuine desire to help others
- ☐ Team oriented mindset, with a strong sense of care and urgency
- ☐ Desire to embrace our core values: Client Focus, Results, Responsibility & Accountability, Collaboration and Innovation.

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

N/A

Company Specific Training for Intern:

Training provided

Aires (www.aires.com) has been providing best-in-class relocation management services for over 40 years and is a recognized industry leader in delivering high quality relocation and assignment management services to leading corporations.

Other information:

We Have...

- ☐ An award-winning technology platform, built in-house, that aligns with the future state of

Global Mobility

- ☒ A strong Aires brand consistently ranked among the mobility industry's highest annual customer-satisfaction scores and a client retention rate of over 98%
- ☒ A high internal promotion rate and long-tenured employees, highlighting our commitment to career growth and development
- ☒ Remote opportunity

We are accepting internship applications for a 2026 Summer Operations Intern reporting to our Pittsburgh, PA office.

The intern will provide support for key areas within the company, while learning about the relocation management industry.
This is a full-time, paid internship (40 hours per week).

Position Responsibilities:

- ☒ Updates internal systems with household goods/temporary housing/family services results and other required documentation.
- ☒ Participates in required training initiatives to learn systems and processes.
- ☒ Monitors and reviews reports to ensure processing efficiency and accuracy.
- ☒ Help to train on the training modules for other support team members and Mobility Specialists.
- ☒ Pursues partner invoices to ensure timely billing.

Prepared by:

Georgia Evanochko

Prepared by email:

gevanochko@aires.com

Date:

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