



Internship Role Description for Upward Mobility Scholar Applicants

Hosting Organization:	SIRVA		
Role Title:	Mortgage Intern	Number of roles available:	1
Available to (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"/>		
Internship Work Address:	Number, Street, City, State, Zip 6200 Oak Tree Blvd #300, Cleveland, OH 44131 Mortgage Intern role the team would be looking for candidates in the OH area as they will not be providing relocation support		
Work location & office COVID protocols	All in person <input checked="" type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
If COVID distance restrictions persist, will internship proceed this summer?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Mission of Program:	[PROGRAM NAME TBD] provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.		
Anticipated Start Date:	Date: 5/23/2022	Anticipated End:	8/12/2022
Number of weeks:	12	Hours per day:	8
Workday starts at:	Start time or flexible	Workday ends at:	End time or flexible
Hiring Manager's Name/Title:	Shannon Cutshaw, Manager Loan Operations		
Hiring Manager's Email:	Shannon.cutshaw@sirva.com		

Host Org's website:	http://www.sirva.com
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Internship Summary:
<p>The Mortgage Interns will be responsible for performing administrative tasks such as data entry, scheduling, communicating with suppliers, managing daily mail and email requests, data review, tracking and managing tasks, and supporting projects as needed. The Mortgage Interns will also participate in weekly department and internship led training sessions.</p> <p>For all Upward Mobility positions: Additionally, you may be required to participate in group project activities with other interns during work hours.</p>
Essential Responsibilities of the Role:
<ul style="list-style-type: none"> 95% Perform administrative tasks such as data entry, scheduling, communicate with suppliers, manage daily mail and email requests, data review, track and manage tasks, support projects as needed. 5% Participate in weekly department and internship led training sessions.

Knowledge and skills required:

- Prefer Juniors and Seniors, but will consider other class levels
- Ability to work independently or in a team environment
- Can take initiative and perform effectively in a fast-paced environment
- Proficiency with Excel, Word and other Microsoft applications
- Excellent oral, written, and communication/presentation skills
- Undergraduate degree in progress required

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

The intern will have gained exposure to the global mobility and mortgage industry as well as gaining experience in a corporate setting. The intern will participate in programming throughout the course of the internship.

Training Program

The Mortgage Intern will complete initial training with their manager.

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:

Sharona Ratchford

Date:

4/1/2022