



## Internship Role Description for Upward Mobility Scholar Applicants

<b>Hosting Organization:</b>	Global LT		
<b>Role Title:</b>	UI/UX Intern	<b>Number of roles available:</b>	1
<b>Available to</b> (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/>		
<b>Internship Work Address:</b>	Number, Street, City, State, Zip Remote		
<b>Work location &amp; office COVID protocols</b>	All in person <input type="checkbox"/> All virtual <input checked="" type="checkbox"/> Flexible/hybrid <input type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
<b>If COVID distance restrictions persist, will internship proceed this summer?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Mission of Program:</b>	Global LT provides meaningful opportunities for diverse and talented students studying Art, Graphic Design, or Computer Science and want to build elegant solutions serving the employee mobility industry.		
<b>Anticipated Start Date:</b>	Date 6/13/22	<b>Anticipated End:</b>	8/19/22
<b>Number of weeks:</b>	10	<b>Hours per day:</b>	4
<b>Workday starts at:</b>	9am EST (flexible)	<b>Workday ends at:</b>	5pm EST (flexible)
<b>Hiring Manager's Name/Title:</b>	Andy Harbick / Chief Product Officer		
<b>Hiring Manager's Email:</b>	Email address <a href="mailto:aharbick@global-lt.com">aharbick@global-lt.com</a>		

<b>Host Org's website:</b>	<a href="http://www.global-lt.com">http://www.global-lt.com</a>
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<b>Internship Summary:</b>
<p>This is an opportunity for an intern to gain an understanding of the language training side of the Mobility industry and learn about and contribute effective UI/UX designs for the software that supports it. The intern will work with our product development team primarily to enhance the usability and features of our GLTEngage system. The intern may interact with our Customer Success and Talent Success teams to understand their technology needs and help to design and deliver solutions for them. The intern will acquire or develop skills documenting user stories, describing features and interactions, building wireframes, and interacting with developers to launch software solutions.</p> <p><b>For all Upward Mobility positions: Additionally, you may be required to participate in group project activities with other interns during work hours.</b></p>
<b>Essential Responsibilities of the Role:</b>
<p>The intern will gain experience through the following responsibilities.</p> <ul style="list-style-type: none"> <li>Working with the Chief Product Officer to describe new product functionality.</li> <li>Using prototyping and design tools to illustrate concepts.</li> </ul>

- Collecting feedback from internal employees, teachers, and students about the concepts, iterating to incorporate that feedback.
- Documenting and communicating final designs in a way that a developer could implement them.
- Based on background experience the intern may contribute working code to the project.

**Knowledge and skills required:**

**Preferred Skills**

- Strong design skills using graphical or diagramming tools (Adobe, Figma, InVision, Omnigraffle, Proto.io etc.)
- Familiarity with common UI/UX design best practices (e.g. Material design)
- Strong skills collaborating with others... able to work with the CPO and other teammates to understand a feature idea and to help refine and improve it as it gets more concrete details.
- Experience working on a software development or web development project (as a designer or coding)

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

The intern will have developed complete designs for at least one new major capability of GLTEngage. The design will include user stories, user flows, feature maps, wireframes, and “clickable prototypes”. Working with the development team, the intern will break the design down into small implementable chunks of work that can iteratively add value to the product.

**Training Program**

The intern will be provided the necessary training and documentation to understand our existing tools and systems. The GLT team will work with the intern to identify the best set of tools to complete the work (given the student background and GLT expertise). They will spend time with the CPO and other GLT people to understand the vision of new feature work. They will work collaboratively in short sprints to iteratively develop the concept and be able to turn it into development tasks.

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:	Name	Date:	Date
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