



Monday, December 18, 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:**

Aires

**Internship Role Title:**

Summer 2024 Operations Intern

**Number of roles available:**

1

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

Sophomore

Junior

Senior

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

All 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.

**Internship Work Address:**

6 Penn Center West  
Pittsburgh, Pennsylvania, 15276

**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**

\$17.60

**Anticipated Start Date:**

Tuesday, May 28, 2024

**Anticipated End Date:**

Friday, August 16, 2024

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

40

**Workday starts at: (start time or flexible)** 8:00 am

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

**Hiring Manager's Name/Title:** Georgia Evanochko, Manager, Talent Acquisition

**Host Organizations website:**

<https://www.aires.com/>

**Internship Summary:**

The Intern will provide support for key areas within the operations department, while learning about the relocation management industry.

**Essential Responsibilities of this role:**

Supporting Mobility Specialists with their back office needs including data entry, document review & auditing, and billing.

**Skill Development Opportunities:**

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

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

Current undergraduate college students, at least sophomore status

A minimum GPA of 3.0

Excellent customer service and administrative skills

Computer literacy with MS Office products, and the 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?**

Successfully supported the Mobility Specialists and contributed to the Intern project while walking away with more knowledge of the relocation industry.

**Company Specific Training for Intern:**

Mentor will be provided for training on the proprietary system and day to day requirements.

**Prepared by:**

Georgia Evanocnko

**Prepared by email:**

gevanochko@aires.com

**Date:**

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