



Thursday, December 12, 2024

## 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:

Premia Relocation Mortgage

### 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):

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.

### Internship Work Address:

1111 W. Long Lake Road  
Troy, Michigan, 48363

### 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

\$17.50

### Anticipated Start Date:

Monday, June 2, 2025

### Anticipated End Date:

Thursday, July 31, 2025

### Workday starts at: (start time or flexible)

8a ET

### Workday ends at: (start time or flexible)

Flexible

**Hiring Manager's Name/Title:** Ken Baker, Mr

**Host Organizations website:**

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

**Internship Summary:**

We are seeking a motivated and detail-oriented Summer Intern to join our Operations team. As an intern, you will assist with various operational tasks, contribute to process improvements, and support our team in delivering seamless mortgage services to our clients.

**Essential Responsibilities of this role:**

Key Responsibilities:

- Assist in the processing and documentation of mortgage applications and approvals.
- Support the operations team in managing customer data and ensuring accuracy.
- Collaborate with cross-functional teams to streamline workflows and improve efficiency.
- Conduct research and analysis on market trends to support strategic initiatives.
- Participate in team meetings and contribute ideas to enhance operational processes.

**Skill Development Opportunities:**



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

Qualifications:

- Currently pursuing a degree in Business, Finance, or a related field.
- Strong organizational and analytical skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Eagerness to learn and adapt in a fast-paced environment.

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

The success of the Operations Summer Intern at Premia Relocation Mortgage by the end of the summer can be defined by several key achievements:

**Mastery of Processes:** The intern has gained a solid understanding of the mortgage operations workflow, including the processing and documentation of applications, and can confidently assist in these areas with minimal supervision.

**Contribution to Efficiency:** They have identified and suggested improvements to enhance process efficiency, contributing valuable insights that have been implemented, leading to measurable improvements in team productivity.

**Effective Collaboration:** The intern has worked effectively with cross-functional teams, demonstrating strong communication and teamwork skills that have facilitated smoother operations and positive interactions within the company.

**Analytical Skills Development:** Through research and analysis of market trends, the intern has supported strategic initiatives, showcasing their ability to think critically and provide data-driven insights.

**Professional Growth:** They have actively sought feedback, participated in mentorship opportunities, and

reflected on their experiences, leading to noticeable personal and professional development throughout the internship.

By achieving these milestones, the intern not only enhances their skill set but also makes a meaningful impact on the team and contributes to the success of Premia Relocation Mortgage.

**Company Specific Training for Intern:**

What We Offer:

- Hands-on experience in mortgage operations and the relocation industry.
- Mentorship from experienced professionals.
- Opportunity to contribute to real projects and initiatives.
- A collaborative and supportive work culture.

**Other information:**

We are flexible with the number of hours in the week and start/stop dates.

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