



## Internship Role Description for Upward Mobility Scholar Applicants

<b>Hosting Organization:</b>	Erickson Immigration Group		
<b>Role Title:</b>	International Practice 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 checked="" type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/>		
<b>Internship Work Address:</b>	2101 Wilson Blvd #1100, Arlington, VA 22201 (or remote)		
<b>Work location &amp; office COVID protocols</b>	All in person <input type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/> If not virtual, COVID vaccines required? <input checked="" type="checkbox"/> Masks required in the office? <input checked="" type="checkbox"/>  <i><b>If a student is available in the area they have the option of working from the office. This internship role can be supported virtually. For any travel required into the office the intern's expenses will be covered.</b></i>		
<b>If COVID distance restrictions persist, will internship proceed this summer?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Mission of Program:</b>	[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.		
<b>Anticipated Start Date:</b>	6/3/22	<b>Anticipated End:</b>	8/19/22
<b>Number of weeks:</b>	10	<b>Hours per day:</b>	8
<b>Workday starts at:</b>	9 AM	<b>Workday ends at:</b>	6 PM
<b>Hiring Manager's Name/Title:</b>	Meena Rafie - Senior Managing Attorney, International Practice		
<b>Hiring Manager's Email:</b>	<a href="mailto:Meena@eiglaw.com">Meena@eiglaw.com</a>		

<b>Host Org's website:</b>	<a href="https://eiglaw.com/">https://eiglaw.com/</a>
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**Internship Summary:**

In this internship, you have a holistic experience with a high-volume, busy international business immigration law practice. You will develop and analyze reports on in-house immigration programs for large corporate clients. You will research and report on business immigration trends globally, including analysis of the effects of COVID-19 related restrictions, developments arising from international conflicts, and legal developments affecting the processing of work permits in countries across the EMEA, APAC, and Americas. You will work with attorneys, project coordinators, and international partners on case management and other projects needed for our clients.

**For all Upward Mobility positions: Additionally, you may be required to participate in group project activities with other interns during work hours.**

**Essential Responsibilities of the Role:**

List the duties and responsibilities

- Data analysis, case management and reporting for in-house immigration programs
- Research on business immigration trends globally, including analysis of the effects of COVID-19 related restrictions, developments arising from international conflicts, border closures, and legal developments affecting the processing of work permits in countries across the EMEA, APAC, and Americas.

**Knowledge and skills required:**

Preferred Skills

- Interest in global affairs, global immigration and/or the global mobility field
- Strong organizational & time management skills and ability to prioritize.
- Ability to generate work product with considerable accuracy and attention to detail.
- Excellent interpersonal skills with a focus on delivering exceptional customer service.
- Works independently toward team goals.
- Outstanding case/project management skills.

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

At the end of this internship, the candidate will have gained a holistic view of how high-volume immigration practices work, fundamentals of how business immigration works in countries around the world, and the needs of multinational corporations to quickly and efficiently hire employees who need immigration support and move existing talent around the world. The candidate will produce substantial reports on the challenges and needs that companies face when hiring internationally and gain critical data analysis and reporting skills.

**Training Program**

The intern will receive training on our data and case management systems and international visa processes in key countries around the world.

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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