



Monday, November 18, 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:

Aires

### Internship Role Title:

Operations Support Intern

### Internship Category

Operations

### Number of roles available:

1

### Available to College Students (2024/25 School Year). Select any that may apply):

Sophomore

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.

### 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 27, 2025

### Anticipated End Date:

Friday, August 15, 2025

### Total Number of Weeks for the internship:

12

### 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

**Host Organizations website:**  
<https://www.aires.com/>

**Internship Summary:**

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

**Essential Responsibilities of this role:**

Participates in required training initiatives to learn systems and processes.  
Updates internal systems with household goods/temporary housing/family services results and other required documentation.  
Pursues partner invoices to ensure timely billing.  
Monitors and reviews reports to ensure processing efficiency and accuracy.

**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

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

They will have gained knowledge of the relocation industry and developed customer service and administrative skills in a team oriented environment.

**Company Specific Training for Intern:**

Initial weeks will be focused on systems and process training.

**Prepared by:** Georgia Evanochko

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**Date:** Monday, November 18, 2024