REAL ESTATE INTERNSHIP

Overview:

We are seeking an intelligent and self-motivated student for a 12 week Summer Real Estate Internship Program. The program is designed to give the candidate an exposure to a variety of real estate services and practices. Roles in the Real Estate Internship Program include Lease Accounting, Property Reporting, Financial Planning and Analysis, Funds Management, Property and Corporate Accounting and Audit Services.

Duties and Responsibilities:

The successful candidate will have the opportunity to apply current coursework theory and knowledge to ongoing projects and gain valuable real estate job experience in the following areas:

- Tracking success of new company locations, analyzing and identifying trends that have led to successful new locations
- Participating on and leading teams for site acquisitions, dispositions, expansions and consolidations
- Tracking purchase negotiations and analyzing market trends
- Performing in-depth industry, market and competitor research
- Managing a large portfolio of real estate and working to increase utilization of space and reduce costs
- Performing various analyses and comparisons of real estate options, including cost-benefit, capital requirements, feasibility, flexibility, etc.
- Performing local, national and international real estate market analysis on a wide range of public and private entities and REITs using all accepted and relevant approaches and theory
- Using Excel, design financial models for discounted cash flow analysis, market approach and cost approach valuation methods
- Assisting with preparing and presenting the results of our analysis in a clear and concise manner

Qualifications:

- Qualified internship candidates have completed their sophomore year of college; junior or senior preferred
- Related coursework or extracurricular involvement demonstrating interest in real estate
- Possession of solid academic achievement (3.0 GPA or higher) is desired
- Proficiency with basic Microsoft Office Suite (Word, Excel, and PowerPoint)
- Strong **analytical, comprehension and problem solving skills**, as well as strong verbal and written communication skills and the ability to conceptualize
- **Ability to prioritize tasks**, work on multiple assignments and **manage rapidly changing assignments** in a team environment
- **Attention to detail**, ability to manage time and workflow
- Ability to thrive in a **collaborative** work environment