

CETUSA Internship Program Offer

Term: Spring-Early January through Mid-May

Hours: 40 hours per week

Compensation: UNPAID

Housing: Provided

Field: **Construction/Real Estate Property Management**

POSITION RESPONSIBILITIES:

- Assist with the management of improvement projects
- Assist with obtaining necessary permits and licenses
- Assist with property inspections
- Review contracts and provide input
- Manage and maintain properties project improvement logs; maintenance logs; equipment and supply logs
- Assist residents with lockouts and lost keys after hours
- Assist residents with maintenance emergencies after hours by helping them contact on-call staff
- Assist staff with the "judicial" process as needed
- Report resident complaints to General Manager
- Help keep meeting rooms and common areas orderly, request cleaning service as needed
- Maintain log to track lockouts, lost keys, and complaints send to staff weekly
- Post and remove flyers, building notices
- Work with staff and volunteers on event day to make the WISH event a success
- Other Duties as Assigned
- Available weekends when required

Requirements:

- **Construction Management or Real Estate/Property Management degree** preferred
- Great communication skills and outgoing personality
- Strong organizational, time management, and interpersonal skills
- Strong writing and editing skills
- Basic familiarity with construction and real estate
- Tolerance of diversity among residents
- MS Office skills
- Self-starters a must



WASHINGTON D.C.

Host Company Description: This Host Company is an intern housing and residential life services provider in Washington DC and has hosted students and college groups for over 20 years in furnished, intern-only buildings on a semester basis. This company considers interns to be their specialty and works with Colleges and Universities to provide Intern housing for the terms needed whether it be fall, spring, summer or all year. The organization also hosts social and networking events to promote professional development for participants.



How to Apply: Submit a professional US Format resume and completed inquiry form to usmexico@cetusa.org. Indicate desired start and end dates and program title

