



**The City University of New York
Federal Work Study X-SITE Job Description
Academic Year 2020-2021**

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|---|-----------------------------|
| Company Name | Telephone No.: |
| New Leadership Academy | 347-352-4838 |
| Company Address | Location Address: |
| 250 E. 178th St. Bronx NY 10457 | Same |
| Date Submitted | Location Supervisor: |
| 9/7/2020 | Kevin Shabazz |
| Additional Location Supervisor's Name and Email | Location Supervisor Email |
| | kevin@greene developers.com |

****Submit separate forms for each job description**

Real Estate Development Intern

Job Title: _____

Number of Positions Available: 1

Job Description: (Please attach job description if necessary):

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|----------|
| Attached |
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Please indicate if any special skills are necessary for this position:

Google Docs

Hours of Work Available per week (no more than 25 hours per week):

12

Work is available during the following days and hours:

9AM - 9PM , Mon _ - Sat

Print Supervisor Name

Kevin Shabazz

Supervisor Signature

Date

9/7/2020

Central Office Use Only

CunyFirst Job Codes: 999813

CunyFirst Company/Vendor Codes: 0000000 627

Pay Rate: \$17.00

****All positions begin on or after the first day of classes. All positions terminate on the last day of finals. The FWS coordinator will provide you with the applicable dates.**

New Leadership Academy

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|---------------------------------|--------------------------------|--------------------------|----------------------------|
| Job Title: | Real Estate Development Intern | Job Category: | Administrative |
| Department/Group: | Development/Sales | Job Code/ Req#: | CUNY |
| Location: | Virtual | Travel Required: | No |
| Level/Salary Range: | \$17 Hr | Position Type: | Work Study Paid Internship |
| Hours Per Week: | 12 | Date Posted: | 9/7/2020 |
| Will Train Applicant(s): | Yes | Position Expires: | - |

Job Description:

New Leadership Academy (NLA) is a Non for Profit Commercial Real Estate Development firm that is currently seeking a motivated college student to join our team for a virtual internship opportunity. As part of the internship, NLA will provide learning opportunities throughout the organization so that our intern understands the fundamentals of the Real Estate Development and Real Estate Sales industry following this experience. From an everyday perspective, our intern will contribute to hands-on research, assist with day-to-day responsibilities, contribute to business development initiatives, and carry out tasks for both internal and external clients. The ideal candidate will be detail-oriented, self-motivated, able to work well in a fast-paced environment with tight deadlines, demonstrate clear communication skills, and be motivated to learn – with a deep passion for and interest in Real Estate Development or Real Estate Sales as a career. Interns are placed in the following business units: Transactions, Asset Management, Research/National Accounts, and Leasing. Ultimately the end result is for our interns to work with us in some professional capacity in the near future. Students that have a background in real estate, construction, engineering /architectural, finance, or affordable housing will be prioritised.

Role and Responsibilities

- Data Entry / Data Mining / Data Processing
- Attend industry educational and networking events
- Property due diligence / research and other miscellaneous administrative duties
- Preparing client proposals and utilize company cell phone and email to contact clients
- Marketing execution (add copy, placing ads, running the email sequence, etc)
- Creating Excel, Word & PowerPoint presentations, printing and mailing documents to clients

Mandatory Requirements

- Ability to multi-task and manage shifting priorities and deadlines, with attention to detail and an ability to work both independently and in a team environment
- Ability to effectively handle multiple projects simultaneously in a fast paced environment
- Positive attitude and willingness to learn
- High degree of integrity, excellent communication skills, takes initiative, strong networking skills

Preferred Skills

- Google Docs, Google Voice, Google Maps, Google Earth Pro, GSI Maps, Mailchimp
- Excellent negotiation skills, Multilingual

Highly Desired

- Real Estate Company, Title Company, Construction Company as previous work or volunteer experience
- A passion to work with the Affordable Housing Community