



Real Estate Assistant Student Intern

Company: Colorado State University Research Foundation (CSURF)

CSURF is a private, not-for-profit Colorado corporation, legally separate from Colorado State University. CSURF exists to support and serve the Colorado State University System through intellectual property management, technology transfer services, strategic real estate management & development services, and special project oversight & operational management.

Location: 2537 Research Blvd, Suite 200, Fort Collins, CO 80526

POSITION SUMMARY

Hourly Rate: \$13.00/hour

Job Type: Nonexempt, Part-Time, Student Intern

Reports To: Assistant Real Estate Specialist, Real Estate Services

Schedule: Beginning June 2021, part time hours between Monday - Friday, 8:00 a.m.-5:00 p.m.

Remote work No

Real Estate Assistant Student Intern assists the Real Estate Services business unit with office operations by providing general support in many facets of the business. This is an excellent opportunity for a student in a business, economics, finance, real estate accounting, construction/project management or other business/real estate related major to learn professional skills as well as gain knowledge and experience.

QUALIFICATIONS

Education

Required - Current enrollment in a bachelor's degree program at Colorado State University, preferred major in business, economics, finance, real estate accounting, construction/project management or other business/real estate related major.

Experience

Required

- General knowledge of office operations.
- Experience with MS Word, MS Excel, and MS Outlook.
- Effective oral and written communication skills.
- Strong organizational and time management skills.

Preferred

- Familiarity with real estate or property management.
- 1-year experience in an office setting.

ESSENTIAL JOB DUTIES

- Performs general office support to the Real Estate Services team, including but not limited to document preparation, analysis, recordkeeping, filing, word processing, data entry, proofreading and scheduling.
- Transfers phone calls, messages, emails, correspondence and documents to appropriate team members. Accurately explains, transmits and tracks information.

- Prepares and/or processes correspondence and documents for real estate team in an accurate and timely manner. Processes outgoing mail including postage, date stamping, distribution, and post office or overnight delivery service visits.
- Regularly coordinates with various work units, within real estate services, to maintain office equipment and supplies ensuring optimum functionality and adequate stock of all necessary items.
- As necessary, aids coding and processing commercial invoices for payment, develops reports, and compiles reimbursement requests.
- Assists in maintaining all Real Estate Services files, ensuring logical and thorough documentation.
- Assists with real estate document preparation, form completion, and correspondence.
- Assists with real estate budget, pro-forma spreadsheet preparation, and market research.
- Assists with occasional updates to various directories and market listings.
- Performs other office errands as necessary, including deliveries to University Departments, development and construction sites, buildings, tenant spaces, vendors, etc.
- Participates in Real Estate Team, Project Management, Tenant, Vendor and other meetings. Assists with notetaking, tracking, scheduling.
- Performs other tasks as assigned and desired commensurate with ability and experience.

Work Environment

- Ability to work in an office environment of cubicles, open and private offices.
 - Standard office hours from 8:00 am to 5:00 pm Monday through Friday.
 - Use of personal vehicle for travel; company pays standard mileage rate for work related activities.
 - Physical ability to maintain continuous hours of standing and/or sitting.
 - Manual dexterity to input data on keyboard, i.e. computer, calculator, telephone.
- Note: The noise level in the work environment is usually moderate with occasional exposure to loud environments when visiting construction sites.*

Job Posting expires 5/7/2021

To apply, please send cover letter, resume and list of at least three references via email to CSURF_Human_Resources@mail.colostate.edu

or mail to CSURF/Human Resources P.O Box 483 Fort Collins, CO 80522

No phone inquiries please.