



REAL ESTATE ASSISTANT STUDENT INTERN - Position Description

Non-Exempt/Part Time

Reports To: Assistant Real Estate Specialist,

Location 2537 Research Blvd, Suite 200

ROLE: This position assists 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 real estate or business to learn professional skills as well as gain knowledge and experience.

ESSENTIAL 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, provides assistance 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.

QUALIFICATIONS – KNOWLEDGE / SKILLS / ABILITIES

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.

Expectations

- Consistent, effective, and congenial interaction with coworkers and a broad range of constituents including internal and external customers, vendors, contractors and public officials.
- Communicate effectively and timely utilizing a variety of written, oral and listening skills.
- Identify, communicate and resolve issues promptly. Employ creative problem-solving techniques.
- Demonstrate professional behavior consistent with the organization's values and business practices including teamwork, honesty, integrity, courtesy, discretion, tact, diplomacy and good judgement.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an office environment of cubicles, open and private offices.
- Work during business 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.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Typical office environment, sitting at a desk or a table, standing, walking, bending and stretching.
- Manual dexterity required to operate a personal computer for an extended period.
- Able to operate a motor vehicle, including ability to enter and exit the vehicle unassisted.
- Able to access buildings, construction sites and vacant land.

EQUIPMENT:

Office equipment: Copier, scanner, computer, multi-line phone console.

Note: *This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.*