

## **Asset Management Intern**

Seeking a graduate school level intern to work full-time over the summer of 2022 to support development of office operational supports for the Asset Management department.

The Asset Management department is responsible for ensuring effective and efficient program administration and long-term compliance for the largest portfolio of affordable multifamily rental housing in the state of Illinois. This work encompasses physical, financial, and operational compliance oversight for properties that utilize a variety of financial instruments including debt, equity, and operating subsidy. The Asset Management department works in partnership with property developers, owners, and managers as well as other funders, interagency groups, and stakeholders.

This position would be housed within the Executive group of the department which: establishes and implements departmental strategic direction – guiding structure, operations, preservation initiatives, and department culture – in partnership with internal and external stakeholders.

### **Responsibilities:**

- Gain high level familiarity with departmental operational structure and scope.
- Participate in internal/external meetings to improve understanding and forge connections.
- Conduct consultations around cyclical activities on a monthly, quarterly, annual, or other periodic basic at both department-wide and team levels.
- Develop (and refine through further input solicitation) a timeline noting the initiative/activities/timeframes and related contingencies/dependencies with the goal of spotlighting cyclical work.
- Develop (and refine through further input solicitation) a summary of recommendations for workload planning based on the timeline.
- Will be required to complete a special project, to be determined by the department.

### **Experience:**

Pursuing a Master's degree (preferably in fields of business, real estate, industrial engineering, or communications). Must possess strong verbal and written communication skills as well as the ability to effectively visualize information. Strong project management skills desired. Proficiency in Microsoft Office required.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=419305&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=419305&source=CC2&lang=en_US)

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