

CSU STRATA JOB POSTING

Real Estate Assistant Student Intern

CSU STRATA is a private, not-for-profit corporation, legally separate from Colorado State University (CSU). Founded in 1941, we support and serve the campuses and affiliates of the CSU System through strategic real estate management, project development services, special project oversight, intellectual property management and technology transfer services, as well as operational management of regional, state, national, and international assets. Prior to August 2022, CSU STRATA was commonly known as the Colorado State University Research Foundation (CSURF). With the merging of CSU Ventures with CSURF in 2019, rebranding was undertaken to align our look and brand with the Colorado State University System, and to unite each company's services into a comprehensive whole which more clearly expresses our charter to service the unique needs of each campus and affiliates of the CSU System.

CSU STRATA is seeking an intern to work with the Assistant Real Estate Specialist in the Real Estate Services business unit 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

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.

KEY JOB RESPONSIBILITIES

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. Transfer phone calls, messages, emails, to appropriate team members. Accurately explain, transmit and track information. Maintain office equipment and supplies by coordinating with various work units within real estate services, to ensuring optimum functionality and adequate stock of all necessary items.

Assist correspondence and document work for the real estate team in an accurate and timely manner. Process outgoing mail including postage, date stamping, distribution, and post office or overnight delivery service visits. Assist real estate document preparation, form completion, and correspondence.

Process commercial invoices for payment, create reports, and comply with reimbursement requests, assist with coding and processing.

Maintain all Real Estate Services files, ensuring logical and thorough documentation.

Assists with real estate budget preparation, pro-forma spreadsheet preparation, and market research; assists with occasional updates to directories and market listings.

Performs office errands as necessary, including deliveries to University Departments, development and construction sites, buildings, tenant spaces, vendors, etc.

Participate in Meetings with Real Estate Team, Project Management, Tenant, Vendor, etc. Assists with notetaking, tracking, scheduling.

Perform other tasks as assigned and desired commensurate with ability and experience.

Reports To: Assistant Real Estate Specialist
Location: 2537 Research Blvd, Suite 200, Fort Collins, CO 80526
Hourly Rate: \$14.00/hour
Job Type: Nonexempt, Part-Time, Internship
Reports To: Assistant Real Estate Specialist, Real Estate Services
Schedule: Beginning September 2022; 15-20 hours/week; Monday-Friday, 8:00a.m.-5:00p.m.
Remote work: No

Benefits for Part Time eligible employees:

- Sick leave earned is 1 hour per every 30 hours worked.
- Standard mileage reimbursement.

Job Posting expires when position is filled.

Full job description can be found at: <https://csustrata.org/careers/>

Apply on website <https://csustrata.org/careers/> Please upload cover letter, resume and three references.

No phone inquiries please.