



UNIVERSITY
of VIRGINIA

INTERNATIONAL
STUDIES OFFICE

Students Global Relocation

Madrid/Barcelona, Spain

Application due: January 21, 2020



UVA Independent Global Internship

EXPLORE · EXPERIENCE · ENGAGE · EXCEL





Applications
due: January
21

Students Global Relocation

Madrid and/or Barcelona, Spain

[Students Global Relocation](#) (SGR) is a specialized division of [People Global Relocation](#) (PGR) which provides mobility solutions for students wishing to find accommodation abroad. PGR was established in 2014 in order to aid in the mobility process and provide mobility services needed by a rising number of expats.

SGR was created in 2015, after taking note of the increasing number of students using our relocation services. These students needed more of a personalized accommodation experience when studying internationally. SGR started with focusing solely on student accommodation in Madrid but has now expanded to many other cities across Europe. Our relocation services are perfect for the needs and wants of international students in a university environment, as we strive to take into account the costs of living in each destination.

Our aim is to help foreign students settle into their new homes away from home in the most efficient and secure way by following up during their time abroad. Therefore, through SGR, students have access to a range of exclusive services tailored to their own needs and requirements.

Internship title:

- International Mobility Services Intern

Description of position:

There are many ways in which student interns could contribute to PGR in the summer of 2020. Areas for engagement may include (but are not limited to):

- Support the team in charge of supervising and facilitating the acquisition, execution, and billing of the client's relocation process and projects; being a vital link between the client, the service and suppliers, to ensure that all the terms of the contract and the agreement are carried out accordingly.
- Support on the preparation and monitoring of all customer processes'/projects' status, ensuring that they are developed in due time.
- Accelerate operations that delay or alter schedules to be met in a timely manner.
- Provide answers to all requests for information and solicitations.
- Update all databases into SGR's internal network.



- Assist on the follow-up of active process as well as conduct weekly reports concerning them.
- Assist on scheduling of conference-calls and meetings.
- Assist on the monitoring of exchange student groups with University coordinators, as well as the processes of payment and billing to/from the universities of origin.

Preferred qualifications:

UVA requirement: All candidates must be in good academic and disciplinary standing.

- Students from diverse academic backgrounds are welcome to apply, including those studying business administration, humanities, social science, counselor education, and more.
- Interns must be independently motivated, take initiative, and have the ability to work cooperatively with all levels of staff in an often fluid and fast-paced environment. As a part of a dynamic company, student interns must show willingness to adapt to the current needs of SGR. A strong work ethic and high levels of professionalism are essential.
- Interns must be comfortable listening to, interacting in, and reading/writing Spanish.
- Importantly, interns must demonstrate strong communication skills and sincere interest in developing their intercultural attitudes and understandings, as the office environment is multilingual and multicultural. In order to thrive, interns must be willing to engage with a diverse range of individuals (ranging from coworkers to clients to community members). Above all, interns should be excited to live independently in Madrid and/or Barcelona.
- Knowledge of Word, Excel, and Photoshop is preferred, as is prior experience with Hootsuite and social media (Facebook, LinkedIn, Twitter). As this internship is service-oriented, previous experience providing customer service is highly desired. Prior experience creating/editing websites could also be an asset.
- Punctuality and professionalism are strongly valued by the SGR team. Ideal candidates would demonstrate a record of exemplary past work performance and professionalism in business settings.

Language:



- English, and strong skills in Spanish (reading, writing, listening, speaking)

Dates and timings:

- Summer 2020; Intern should be able to work for 10-12 weeks. Hours will vary, but generally are Monday-Friday 9 AM-3 PM. During busy days, hours will be 9 AM-7 PM with a one hour lunch break from 2 PM-3 PM.

Number of positions offered:

- Up to three

Support:

- Because one of SGR's primary functions as a business is to find housing for visitors to Madrid and Barcelona, SGR may provide options for accommodation to its student interns (if requested).

Additional information:

- Dress code is business casual.
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Previous interns' reflections:

I really enjoyed and learned a lot from my summer internship in Spain with People Global Relocation (PGR). Living in Madrid as a recent graduate and young working professional was a rewarding experience that challenged me to become more independent while simultaneously adapting to a different cultural environment. I was also able to practice my Spanish skills on a daily basis, and I am really thankful for all the support that both PGR and UVA's Global Internship Office have given me. Even though this internship may not be directly related to my intended career path of healthcare, I have gained wonderful memories and invaluable skills that will prepare me for today's increasingly global and multilingual workforce.

~CATHERINE PHAN (Summer 2019)

