



DELTA ASSOCIATES POSITION DESCRIPTION: INTERN

OVERVIEW

The primary role of this internship position at Delta Associates is to serve as research analyst on client engagements and internal research, assisting the Project Director with the daily activities of a project. The Intern will get exposure to different approaches to real estate market analysis and to various property types. A successful Intern ensures that project tasks are completed on time and to the Project Director's full satisfaction. Responsibilities may include assisting with the various administrative functions of the firm. In general, a qualified candidate for the Intern position will be in the process of obtaining a four-year degree, preferably with coursework or a concentration in real estate, finance, business, urban planning, or a related field. Some interns have completed a bachelor's degree and are engaged in graduate-level work in the real estate field.

I. REPORTING/SUPERVISION/LOCATION

- A. Reports to President
- B. Remote. Periodic meetings at 1717 K Street, NW, Suite 1010, Washington, DC

II. EDUCATION AND EXPERIENCE REQUIRED

- A. Minimum: in process of obtaining a bachelor's degree or a graduate degree in real estate or a related field
- B. Interest in real estate analysis
- C. Preferred: undergraduate coursework or concentration in real estate, finance, business, urban planning, or a related field

III. SKILLS REQUIRED

- A. Excellent writing skills
- B. Excellent quantitative analysis skills
- C. Excellent research skills
- D. Intermediate Microsoft Office software skills (minimum: Word, Excel; desirable: PowerPoint, Access)
- E. Excellent personal organization skills

IV. RESPONSIBILITIES

- A. Serve as staff on client engagements, with responsibility for research, analysis, and writing
- B. Assist project director in ensuring projects are completed well and on time
- C. As requested, assist senior management with business development and administrative tasks
- D. Some local travel required

V. PERFORMANCE EVALUATION FACTORS

- A. Tasks are completed accurately, completely, and in a timely fashion
- B. Intern contributes to the overall success of the company

VI. COMPENSATION:

- A. To be determined, based on experience and hours
- B. Expenses will be reimbursed