



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10554) Business Administration, Management Program – Bridgeport, CT



Program Duration: 12-18 months

Compensation: \$18.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a non-profit, affordable housing provider. They have been committed to improving the quality of life in communities with housing and services with a goal of financial self-sufficiency for families, veterans, and seniors throughout the state. They are seeking dedicated individuals who are interested in learning different aspects of business operations in a property management setting.

Program Description:

Individuals will become familiar with the organization and gain experience by way of a rotating through multiple divisions of the organization. Position assignments may include Marketing, Information Technology, Human Resources, Accounting and/or other areas based on the intern's education and experience. Primary tasks include:

- Assisting with recertifications, vacancies, delinquencies, and other property management duties.
- Completing other tasks, duties, and/or special projects as assigned by your supervisor.
- Handling income and rent calculations for tenants using HUD and LIHTC formulas.
- Receiving and processing tenant rent collections, delinquencies, late notices and posting rents.
- Assisting residents and applicants with inquiries and questions regarding LIHTC, HUD, compliance, and affordable housing availability.

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Business Management / Psychology** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Business Management / Psychology** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field
- Excellent English skills--Strong written and oral interpersonal and communication skills.
- Demonstrated ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations.

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title