



INTERNSHIP ANNOUNCEMENT

Summer 2017 Internship Position (Chicago, IL)

Position Available: Summer Internship (May 15 – August 15)

Schedule: Part Time (20 hours/week)

Office Location: 125 S. Clark St, 17th Floor, Chicago, IL 60603

Background

Hickey & Associates is an exciting, growing real estate corporate service strategy firm headquartered in Minneapolis, MN with offices in most major regions including Chicago, New York City, Washington D.C., London, Berlin, Hong Kong, Shanghai, Singapore, Sydney, and São Paulo, seeks A-list individuals with excellent analytic and interpersonal skills for our summer internship program.

Position Description

Interns are key members of the Project Team and provide assistance with in-depth research, document development, correspondence, financial analyses and other activities directly related to site selection and public incentive capture. Interns will dedicate 20 hours per week during normal business hours. This internship strives to meet practicum requirements for graduate degree programs with appropriate academic verification and approval.

Qualifications

- Current pursuit of undergraduate or graduate degree in CRE, Business, Urban Planning, Economic Development, Finance, Political Science, Accounting, or other.
- Coursework or professional experience in development finance, economic impact analysis, data analysis, data visualizations, survey design & implementation, social listening and social media utilization, demographic forecasting/trend analysis, statistics, and data quality assurance.
- Strong knowledge of MS Excel including importing data, organizing data into logical tables suitable for analysis, table joins, and use of functions, formulas and algebraic equations.
- Candidate must have unrestricted work authorization to work in the United States.

Knowledge and Skills Requirements

- Strong organizational, analytical, attention to detail, and prioritization skills.
- Strong client services focus including excellent written, verbal, oral and presentation skills.
- Ability to work independently and within a team.
- Functional knowledge of a professional services environment.
- Solid value and ethical character. Ability to manage proprietary and confidential information.
- Aptitude to self-motivate and learn unfamiliar concepts/topics quickly.
- Ability to apply analytic methodology in order to logically justify complex solutions.
- Apply data driven solutions efficiently by learning new software and analytic methods.
- Software: Excel, PowerPoint, Word, SAS, SPSS, R, Tableau, CoStar, ArcGIS, ESRI Business Analyst, Python, and other ETL and automation tools.

Work Environment

Interns will work from our new Chicago office location with an established schedule to ensure both staffing and mentoring requirements are successful.

Interested?

To apply, please email a cover letter and resume to internships@hickeyandassociates.com.

No walk-in visits or calls, please.

Hickey & Associates, LLC is an Equal Opportunity Employer