**OVERVIEW**

The program is a 8 week internship that helps identify college students that are interested in a career as a project director or operations manager with ATI. During the internship provide the intern opportunities to learn about ATI, the restoration business and the various roles that the intern may fill should he/she be offered a full-time position after graduation.

It is expected that the intern will provide a weekly report to his/her mentor in which the intern will describe the various job assignments that were completed, any pending job assignments and its status as well as positive and negative experiences. A copy of the weekly report will be shared with the manager and other interested parties in ATI management.

At a minimum the intern will meet with his/her manager bi-weekly to discuss the intern’s progress. During these meetings the manager will provide the intern feedback from the ATI mentor and other employees. Also, it will be the manager’s responsibility to give the intern his/her job assignments for the following two-week period. It is recommended that the mentor be present during part of this meeting so that the goals for the next two weeks are clearly understood.

At the conclusion of the internship the intern will meet with his/her manager as well as other ATI leaders as the manager sees fit and may be available. At this time the manager will give to the intern a performance review and request feedback from the intern on the positive and negative aspects of the internship experience. If the manager feels that the intern would qualify as future ATI full-time hire the manager can discuss the potential hiring process in more detail at this time. If the intern will not be graduating college within the next year, the manager will explore with the intern (if the manager’s performance review is positive) the possibility of the intern working both part-time during the coming school year as well as a future internship opportunity. Should the manager and the intern agree that a full-time position in the future would be a good fit for both then the manager will confirm the intern’s ability to relocate to another ATI office location should a job offer be forthcoming in the future. Failure to agree to possible relocation will
generally mean that the intern will not be considered for any future full-time employment.

Roles and Responsibilities
Specific job assignments will be determined by the manager in consultation with the intern’s mentor and will be given to intern at least every two weeks. Because it is the nature of the restoration business to have constant change it is to be expected that changes and interruptions to the scheduled work assignments will occur.

Because the major purpose of the internship program is to introduce the intern to the work that ATI does and see if a potential full-time position would be a good fit the internship should provide opportunities to work in and/or observe a minimum of three and maximum of four departments. In no particular order these departments include the following:
1. Emergency services/ Fire & water damage
2. Construction
3. Environmental/ Asbestos & Mold
4. Healthcare
5. Contents
6. Warehouse
7. Operations and Office (which may include one or more of the above, depending on the office)

Management and Reporting Responsibilities:
- The intern should perform a variety of work functions. The intern will work under the direct supervision of the ATI Regional Manager/Executive Vice President in charge of the office the intern is assigned to.
- The intern will be assigned a mentor in the office that will assist the intern in meeting the intern’s day to day job accountability. During the internship the office mentor may be changed by the manager if the specific job functions the intern will be doing are better handled by a different mentor. But, in order to make the internship as successful as possible the intern should not be assigned to more than two mentors during any one internship period.

Manage multiple projects simultaneously over a multi-location region:
- Specific duties include customer communications, project coordination, and assistance in billing compilation, project execution including management of in-house personnel and resources as well as sub-contractors
- Within each department the intern will be expected to perform certain functions at the conclusion of the time spent in the department.

Work Environment:
- Working primarily in an administrative environment, will frequently visit sites with a work environment that is usually dirty, dusty and noisy, on uneven ground/surfaces containing hazardous or potentially hazardous substances and/or materials and Is subject to inclement or extreme weather conditions and temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The intern will be expected to provide his/her own transportation to and from the office
each day. There may be times when the intern will be expected to drive to other locations for the benefit of the company and as part of an intern’s assignment. In these cases the intern may be entitled to a mileage allowance pursuant to current IRS guidelines. It is not anticipated that an intern will be driving any ATI owned vehicles during the internship period.

Education and Qualifications
● Have UNLV student ID, & able to complete the 8 weeks required.

Preferred Skills
● Must be proficient in MSOffice, Google Mail, and PC
● Communication Skills: Fluent English, both oral and written.
● Strong technical writing skills and ability to effectively express his or herself orally in project reviews conducted among internal staff, before groups of customers or employees of the organization.

How to Apply
Click here to apply!