



## **Cass Technical High School Internship Opportunity**

**Company:** Olympia Development of Michigan

**Department:** Real Estate and Development

**Number of Positions:** 2

**Location:** Detroit, MI

**Start Date:** June 26, 2017

**End Date:** August 30, 2017

**Hours Required:** 20-30/week

### **Responsibilities include, but are not limited to the following:**

- Support activities related to Community Connect (e.g. Cass Park adoption, economic impact data, etc.)
- Shadow ODM real estate and development colleagues and consultants and assist in tracking retail leasing information
- Coordinate with the Communications staff the daily media monitoring and reporting
- Assist ODM leadership in identifying local and regional retail prospects for the District
- Participate in and assist in preparing notes for retail market tours throughout the southeast Michigan region
- Participate in and assist with tours of the Preview Center
- Provide staff support for the District Information Center
- Assist in preparing agendas and meeting notes for various project meetings

### **Eligibility/Requirements:**

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be familiar with Microsoft Office suite (Word, Excel)
- Attention to detail

### **How To Apply:**

All interested students will be required to submit an email to [ctinternship@ilitchholdings.com](mailto:ctinternship@ilitchholdings.com) with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions; indicate priority/level of interest for each