EMPLOYER FORM FOR HILLEL CONNECTIONS SUMMER INTERNSHIP:

Name and Address of Company:

Corporate Realty Companies

60 14th Street South, Suite 104

Birmingham, AL 35233

Contact Person: Austin Overton

Contact Phone/Fax numbers: 205-322-7341/205-326-4411

Contact e-mail: austin@corporaterealty1.com

Company website: corporaterealty1.com

Brief description of the Company: A collaborative internship program strategically structured to introduce participants to the commercial real estate industry. This program is designed to match industry professionals with eager real estate students, and present future opportunities for employment. This program includes practical training with a full-service real estate company to broaden the student’s understanding of career opportunities. The purpose of this internship is to:

• Educate candidates on commercial brokerage, development, and management

• Provide insight into various career paths and create opportunity for future employment within the industry

• Provide professional leadership for candidates pursuing a career in commercial real estate

• Experience the activities and functions of CRE professionals

• Network within the CRE community to create strong, professional relationships

Potential Job Responsibilities for Hillel Intern: This internship is designed to provide the student with an opportunity to explore career interests in commercial brokerage, investment, marketing, development, and management. The position provides an in-depth look into the commercial industry focusing on client relations while applying knowledge and skills learned in a work setting. The intern will participate in all three Corporate Realty companies (Corporate Realty Associates, Corporate Realty Development, and Corporate Realty Management) to get a better understanding of future learning objectives while providing an opportunity to build professional networks. The intern will help in:

• Assisting with day-to-day responsibilities

• Participating in weekly office meetings alongside the CEO and Executive Team

• Learning industry information systems (ProLease, Yardi, Angus Anywhere, CoStar)

• Engaging in shadowing opportunities to learn the fundamentals of the real estate industry

• Creating workflow correspondences and filing structures

• Exploring social media and marketing opportunities

Learning Objectives: The internship will provide students with the opportunity to:

* Gain practical experience within the company’s environment
* Acquire knowledge of the commercial real estate industry
* Develop a greater understanding about career options while more clearly defining personal career goals
* Develop and refine oral and written communication skills
* Identify areas for future learning objectives and skill development

Other Considerations:

1. Completion of a Non-Disclosure Agreement (NDA) prior to starting the program.
2. The internship is paid, and payment structure will be determined between candidate and company upon selection.
3. The internship is an eight (8) week program, typically including a full week off for the July 4th holiday. Program dates for 2019 are TBD at this time.
4. Working hours may vary between 25 - 40 hours per week.
5. The intern may travel locally and regionally for client meetings and presentations.