

# Job Description



**Job Title:** Silverlode and Data Analytics Intern      **Reporting To:** Kelly Moody (Senior Consultant) and Julie Burklund (Business Systems Analyst, Finance)

**Job Function:** Consulting projects and data analytics support      **Job Location:** Cleveland, Ohio

## **Summary:**

The Silverlode and Data Analytics Intern will support two GBX teams with a variety of consulting and data-driven projects. For consulting projects, the intern will work with all Silverlode consultants on external client projects which may include tax credits and incentives consulting, economic impact analysis, site selection consulting, and economic development consulting. For data projects, the intern will work with the Business Intelligence and Valuations Groups to gather market data and assist with internal dashboarding and analytics.

This internship starts immediately and continues through the spring semester.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Silverlode is a multi-disciplinary consulting firm within GBX Group. Please see Silverlode's website for examples of our projects.

Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Silverlode and Data Analytics Intern.

## **Essential Duties and Responsibilities:**

### **Consulting Responsibilities**

- Local, state, and federal incentives and tax credits research and analysis for Silverlode client projects and GBX real estate opportunities
- Data analysis for economic impact studies
- Assistance with writing client deliverables
- Incentive application support including research and analysis
- Miscellaneous research for a variety of consulting projects
- Other consulting project support

### **Business Intelligence and Valuation Responsibilities**

- GIS mapping for consulting and other projects
- Assist with data collection from real estate market publications and in-house resources, such as construction costs, asset management data, and architectural drawings
- Miscellaneous real estate market research
- Other business intelligence and valuation team support

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## **Education / Experience:**

Enrolled in a four-year undergraduate degree program or a graduate program in Urban Planning and Development, Economics, Finance, Accounting, or a related area.

## **Knowledge Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values
- Strong Initiative along with a willingness to jump in and solve problems
- Excellent aptitude for research, data analysis, and communication of findings
- Customer-service oriented with the ability to maintain a professional presence at all times
- Self-directed and able to work well with individuals at all levels of the organization
- Well-organized and hard-working with the ability to prioritize and multitask
- Assertive, creative, and adaptable to changing conditions
- Results-oriented and detail-oriented with a passion to excel
- Excellent written and verbal communication skills; knowledge of accepted business language
- Exercise sound judgment
- Meet deadlines

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook)
- Basic level of proficiency with ArcGIS

## **Compensation:**

\$17/hour or for course credit.

## **Hours:**

Part-time, 15-20 hours/week.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***

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## **GBX Cultural Norms**

Our cultural norms provide each team member with an understanding of how we expect you to work with people both internally and externally.

**Trust/Integrity** - Others can count on us to do what we say and say what we mean. Not only because we adhere to the highest ethical standards, but because our intellectual capital and experience is the most reliable in the industry.

**Teamwork** - We are relentless in our commitment to work cooperatively toward a common vision and desired outcomes. We value and respect our individual roles and can be counted upon by our colleagues to deliver on our commitments and support others in achieving their goals and objectives.

**Commitment to Excellence** - We are driven to do things right the first time. We can be counted upon always to seek new and better ways to improve processes and deliver more effective outcomes.

**Mutual Respect** - We always conduct ourselves according to the highest professional standards. While we may not always agree, we always value each other's perspectives and treat each other with respect.

**Candor**- As good-natured people do, we communicate freely, openly, constructively and sincerely with a bias towards fairness and timeliness. We demand candid feedback and input from each other.

**Fun** - We are committed to making GBX a place where our colleagues look forward to coming to work. We seek to make our environment enjoyable and are committed to lifting each other's spirits.

## **GBX Core Values ("Our DNA")**

These are the inherent qualities found in the people of GBX and in our organization as a whole. What is meant by "Our DNA"?

**Smart** - We operate in a complex business. Our people are exceptionally knowledgeable in their fields. But smart is also about being free thinkers and uncovering new opportunities. We take intelligent risks, while unearthing hidden value where others never bothered to look.

**Driven** - Without question, GBX team members possess remarkable ambition and initiative. This is evident in the company's rapid growth and aggressive vision. There is an entrepreneurial sense of determination and discipline across the ranks that comes from being directly connected to the organization's outcomes.

**Good** - We are good people. Doing the right thing. For the common good.