

OPENING: Analyst Intern

LOCATION: Cleveland, OH

FIRM DESCRIPTION:

DESMAN, Inc. is a professional corporation with more than 100 professional and technical personnel. The firm is a leading national specialist in transportation improvements and the planning, operations, financing, design and construction administration of functionally efficient, attractive and cost effective parking facilities. Since the firm's inception in 1973, DESMAN has served public, private, and institutional Clients and Owners throughout the U.S. and abroad and has provided planning, design, and restoration services for over 1,500 parking projects. www.desman.com

Our firm is set up to encourage the creative process, to share ideas and talents among all our offices and deliver an exceptional product to our clients. DESMAN embraces diversity and is committed to provide excellence in the design of parking facilities, rehabilitation programs for existing structures and innovative parking studies for all market sectors.

Internally we strive to enrich the lives of our employees and embrace personal values. We care about serving our clients, and improving the communities in which we work. Our enduring client relationships reflect our ongoing commitment to the principles of collaboration, partnership and hard work.

POSITION DESCRIPTION:

The Planner/Analyst Internship is a non-exempt, hourly position in DESMAN's Study Services Division. Internships may be full time (40 hours/week) or part-time, but not less than 20 hours/week. Internships typically run concurrently semester academic schedules at most colleges and universities. Planner/Analyst interns are mentored by one or more Senior Consultant with our firm throughout the term of employment, during which they develop technical expertise, project management skills, and industry knowledge. Successful interns are sometimes recruited as entry-level consultants upon graduation, with the objective of becoming a Project Manager in the first five years of employment and an Associate within the firm eventually.

Interns work at the direction of a Project Manager or Senior Consultant collecting and analyzing data, preparing memoranda and presentations, auditing operating records for commercial parking operations, developing spreadsheet parking demand models, and preparing parking plan, program and policy recommendations, and financial analyses and projections. The position requires periodic regional and national travel. DESMAN will fund project related travel expenses and accommodations as needed. **Core office hours are 8:30 AM to 5:00 PM Monday through Friday, but interns may occasionally be assigned to work up to evenings and/or weekends in lieu of normal weekday hours, depending on schedule and scope or work involved in the project they may be working.**

DESMAN's consulting engagements can be as short as two weeks from initiation to delivery of a report or can last years. Our client base includes hospitals and health care systems, colleges and universities, municipalities and public agencies, real estate developers and managers, equity investors and REITs, casinos and gaming corporations, and airports. The Cleveland office typically has between 5 and 10 projects at any given time, so the work is varied. Studies are deadline driven and almost always require submission of a written report of some nature at their conclusion.

Interns may be required to conduct person-to-person interviews in order to evaluate operating or accounting procedures so strong verbal and interpersonal skills are critical. Auditing operating and accounting processes and records is a regular part of the job and will require the candidate to be focused and detail oriented. Many of our clients are in urban environments and meetings may be occasionally scheduled after dark, so candidates should have strong situational awareness and the ability to orient themselves in unfamiliar surroundings.

Interns will learn how to build and manipulate complex spreadsheet models analyzing statistical and financial data and prepare graphs, tables and figures for inclusion in reports and presentations. **Prior experience and training in Microsoft Word, Excel, PowerPoint and ARCGIS is required.** Candidates with some experience in statistical modeling are preferred.

Interns may be asked to participate in business development activities including attendance at pre-bid conferences, attendance at project interviews and participation in trade/industry groups. Interns may also be asked to attend public meetings or hearings on a periodic basis and take notes.

KEY CHARACTERISTICS:

1. **Strong writing skills:** Candidates should be able to express themselves clearly and concisely using standard business grammar, punctuation and vernacular.
2. **Strong oral skills:** Candidates should be able to understand English and speak it clearly in standard business vernacular. The ideal candidate is articulate and loquacious.
3. **Strong analytical skills:** Candidates should be capable of entering data into a spreadsheet and manipulating it. Prior experience with Microsoft Excel is necessary; prior experience developing spreadsheet models is preferred.
4. **Good work ethic:** Candidates are expected to be punctual, self-initiating and conscientious. Candidates should be capable of working outside and willing to work occasional nights or weekends as needed.

MINIMUM REQUIREMENTS:

- Current enrollment in an accredited college or university, pursuing a bachelor's degree in preferably in **Urban Planning/Studies, or Public Administration**, but candidates pursuing a degree in **Business, Economics, Accounting, or a related field** will also be considered. Candidates need to have completed their degree program **through their sophomore year**.
- A **high** degree of proficiency **using MS Excel as an analytical tool** to evaluate statistical trends, generate estimates/projections/forecasts, and prepare graphs and tables.
- GPA of 3.0 or higher, highly preferred.
- Availability to work at least three (3) standard business days per week during the term of the internship. (Interns may work up to a forty-hour standard work week.)
- **Some prior work experience.** Experience can come from any industry, but preference will be given to planning, parking, transportation, financial services, accounting and/or office jobs.
- At least one favorable reference from a prior employer and/or faculty member is needed.

WHAT YOU WILL DO:

1. Assist in the preparation of project proposals, including creation of project budgets and schedules.
2. Observe project meetings, prepare agendas and issue minutes.
3. Execute field auditing activities, including review of accounting and reporting procedures and records.
4. Preparation of complex financial models incorporating multiple revenue and expense lines items, debt service projections and debt service coverage calculations.
5. Compile data from field work and prepare tables, figures and graphics.
6. Assist in project management duties, including monthly billing and budget monitoring/reporting.
7. Prepare capital and operating budgets, including staffing schedules and performance standards.
8. Research market trends and prepare technical memoranda as assigned.
9. Assist in the preparation and execution of public presentations regarding study findings.
10. Participate in appraisal and valuation exercises to assess bid value of properties and operating agreements.
11. Prepare calculations of return on investment, cost/benefit, and price elasticity.
12. Attend seminars, meetings, trade shows and industry conferences as assigned.

WHAT YOU WILL GET:

- \$20.00/hour up to 40 hours per week, plus potential overtime
- Paid regional or national travel (as needed for project work)
- Unpaid leave for major holidays
- Actual, direct and real-world experience in the preparation of data-focused, technical studies and project management

INTERSHIP PERIODS: Generally, internships run concurrently with semester academic calendar of most colleges and universities. However, start and end dates for the internship can be flexible to a degree. DESMAN typically hires 1-2 interns per semester, depending on project load.

APPLICATION PROCESS:

DESMAN accepts applications year round. Interested candidates are asked to submit a letter of interest indicating their targeted dates for internship and availability during the week (i.e. days and times), a resume or statement of qualifications, college transcripts, a writing sample and references to:

Greg Shumate, Senior Associate
DESMAN Inc.
1100 West 9th Street, Suite 100
Cleveland, OH 44067
gshumate@desman.com

Candidates are encouraged to submit materials via email. Qualified candidates will be asked to participate in one (1) formal interview as part of the selection process.