

MKE CRE: NAIOP Wisconsin and Marquette University

COLLEGE OF BUSINESS ADMINISTRATION

Sunday, July 17 - Friday, July 22, 2022

Summer Immersion Program Counselor Job Description

Job Title: MKE CRE Summer Immersion Program Counselor

Organization Name: NAIOP Wisconsin

Number of Openings: 4

Work Schedule: Evenings/mornings with overnight supervision, Sunday evening through Friday morning (5 nights)

At least one (1) day joining the students during all daytime sessions

Training Sunday morning through camper arrival Sunday afternoon

Stipend: \$1,000

Employment Start Date: 07/17/2022

Employment End Date: 07/22/2022

Supervisors: Jim Villa (NAIOP Wisconsin) and Melanie Roepke (Marquette University)

Job Description:

MKE CRE is an in-person, week-long program for rising high school sophomores, juniors, and seniors. The program is dedicated to helping high school students of color take charge of their future and provide knowledge about career opportunities in commercial real estate. Students will learn what it takes to design, build, manage, own, and sell commercial real estate and develop generational wealth. This once-in-a-lifetime opportunity will provide students in-person instruction from one of the top real estate programs in the country, as well as the unique opportunity to immerse themselves in tangible and hands-on experiences through site visits and interactions with amazing real estate professionals working locally and across the country.

The program is co-produced by NAIOP Wisconsin and the Marquette University Center for Real Estate. Student participants will attend the program and stay at the Marquette University campus.

Four (4) Counselor positions are available for the 2022 session, which will take place on Marquette's campus July 17-22. Counselors are critical to the program's success. In addition to providing logistical and administrative support for the program, Counselors will work with students during the evenings, leading group activities, providing guidance and serving as mentors. The primary focus of the Counselors is to provide oversight and supervision to the students who participate in the MKE CRE program in the

evenings. This includes residence in the dorm with the students in a private room, as well as providing evening and morning meals and nighttime snacks.

Position Requirements:

- Demonstrate enthusiasm for, patience with, and dedication to the participating students.
- Attend all five evenings of the academy, residing on campus in The Commons with the students.
- Attend a pre-camp training session on Sunday, July 17, from 10 a.m. until campers arrive mid-afternoon (between 2 and 4 p.m.).
- Monitor students as they reside in The Commons overnight, ensuring their safety and appropriate behavior.
- Ensure that students are engaged during evening field trips, activities, with guests, and during general evening program sessions.
- Help prepare for the program, which may include interviewing and contacting campers, collaborating with the team on camp activity planning, and, during the camp, ensuring the program logistics are in place and that each day operates smoothly.
- Develop and present a short program overview to students, including program expectations, as they relate to student attire, behavior, and other professionalism considerations.
- Work with College of Business faculty and staff to support curriculum as needed. Work with assigned team of students to help them prepare for their corresponding presentations.
- Other tasks as needed.

Qualifications

- Current college student in good standing at a major university such as Marquette University (undergraduate or graduate)
- Strong work ethic along with organizational and communication skills
- Experience working with youth a plus

Compensation:

Stipend of \$1,000 paid 7/31

Application Instructions:

To apply, please email a cover letter, resume, and letter of reference to Jim Villa at jim@naiop-wi.org and Melanie Roepke at melanie.roepke@marquette.edu. Applications will be reviewed as they are received. Please include in your letter any experience working with youth, examples of your commitment to diversity, and examples of obstacles overcome on your path to professionalism.

More information about MKE CRE: [MKE CRE Summer HS Immersion Program Website](#)