

## **INTERNSHIP JOB DESCRIPTION**

### **About Organization**

Brief informational about your organization.

JK Closing Attorneys is the premier Law Firm focused on Real Estate closings in Southern Florida. The firm represents buyers or sellers during a purchase or sale of a property. JK Closing Attorneys also represent clients who may want to refinance their home. The law firm works hand in hand with realtors and lenders in order to accurately represent their clients until the final closing date. Internship Title JK Closing Attorneys

### **Internship Title**

Real Estate Law Internship

### **Duration and Hours of Internship**

Days, times and if weekends or evenings are required \*Interns should not work more than 20 hours per week except during non-class periods

Each semester: ● Fall (August – December) ● Winter (January – May) ● Summer (May – August)

Hours will vary based on the Intern's class schedule. Interns work, at a minimum, 10 hours per week over the course of 14 weeks (totaling 140 hours).

### **Class Level/Major Sought**

Class level (ex. Freshman, Sophomore, Junior or Senior), and major desired.

No class level is required, but all students must have completed at least COMP 1500.

### **Compensation**

Brief description of the pay structure (ex. commissioned, salaried etc.).

Unpaid.

### **Supervisor**

Whom will the intern report to?

Charles Esposito at [charles@jkclosings.com](mailto:charles@jkclosings.com) Prof. Stephen Levitt, Department of Humanities and Politics; [levitts@nova.edu](mailto:levitts@nova.edu). Internship is taken for credit through the Department of Humanities and Politics. LGST 4950 - Internship in Legal Studies (3 credits) can be applied towards the Legal Studies major.

### **Travel**

Will the person be required to travel off campus? If so, add location.

Yes at least once per week. Otherwise the student can work remotely as well. JK Closing Attorneys, 5489 Wiles Rd Ste. 304, Coconut Creek, FL 33073

### **Internship Objective**

Statement is generally a summary designed to familiarize the reader to the general nature, level, purpose and objective of the internship. The summary should describe the broad function and scope of the internship and be no longer than three to four sentences.

The goal of this internship is to allow students to learn how real estate transactions and small businesses work. The firm is looking for an intern for about 15 to 20 hours a week (part-time) who can assist bank reconciling, marketing information, and opening files for paralegals. Through this internship, students will understand how important it is to use a lawyer when purchasing properties. Therefore, students pursuing a legal studies or political science degree are preferred. However, students interested in entrepreneurship or marketing field can also benefit from this internship.

### **Duties or Tasks Performed**

Bullets contains principal duties, continuing responsibilities and accountability of the intern.

The list should contain every essential job duty or responsibility that is critical to the successful performance of the job.

Interns will be expected to:

- Assist with research
- Assist in creating promotional information
- Assist in opening and reviewing title files
- Assist in bank reconciliation
- Assist in creating excel spreadsheets

### **Job Specifications, Standards and Requirements**

The minimum qualifications needed to perform the essential functions of the job-education, experience, knowledge and skills. Any critical skills and expertise needed for the job should be included.

- Preference given to political science and/or legal studies majors
- Must have independent mode of transportation
- Ideally the student should bring a laptop or tablet to work

### **Non-Essential Functions**

That are not essential to the position or any marginal tasks that might be performed by the person in the position.

**Special Requirements**

Are there any additional requirements? (ex. Ability to work nights).

**Students are eligible to earn 2 ExEL**