



Internship Role Description for Upward Mobility Scholar Applicants

Hosting Organization:	Netflix		
Role Title:	Talent Mobility Intern	Number of roles available:	1
Available to (select any that may apply):	College students (2022/23 school year): Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input checked="" type="checkbox"/>		
Internship Work Address:	5808 Sunset Blvd Los Angeles, CA		
Work location & office COVID protocols	All in person <input type="checkbox"/> All virtual <input checked="" type="checkbox"/> Flexible/hybrid <input type="checkbox"/> Majority virtual but will plan to fly intern in for onboarding If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
If COVID distance restrictions persist, will internship proceed this summer?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Mission of Program:	[PROGRAM NAME TBD] provides meaningful opportunities for students in the field of employee mobility while providing a rich pipeline of diverse talent for industry employers.		
Anticipated Start Date:	June 6, 2022 or June 20, 2022	Anticipated End:	August 19, 2022 (flexible)
Number of weeks:	11 (flexible)	Hours per day:	8
Workday starts at:	Flexible; Pacific time	Workday ends at:	Flexible, Pacific time
Hiring Manager's Name/Title:	Visnee Cardona Manager, Talent Mobility		
Hiring Manager's Email:	vcardona@netflix.com		
Host Org's website:	http://www.netflix.com		

Internship Summary:

Netflix's Talent Mobility team is looking for a Talent Mobility intern who is interested in working in the relocation space by supporting the employee mobility experience into and within the US and Canada. You'd be in a dedicated role that works to answer general regional mobility inquiries from employees on our mobility frameworks, exposure to regional and global projects, and team resources management (e.g. internal documents, intranet updates).

Additionally, you may be required to participate in group project activities with other interns during work hours.

Essential Responsibilities of the Role:

- Answer general regional mobility inquiries from employees/new hires.
- Administrative and operational support on projects (both regional and global opportunities).
- Manage team resources (e.g. internal documents, intranet/google site updates).
- Provide fast and accurate support for employees ensuring a great experience.
- Assign email tickets to appropriate Talent Mobility contact.

Knowledge and skills required:

- Ability to navigate shifting priorities, ambiguity, or unexpected events with strong judgment and a sense of urgency.
- You have strong attention to detail and are thorough, thoughtful, and correct.
- You are poised, articulate, and dependable as the nature of our work can be sensitive, urgent, and unexpected.
- A “roll up your sleeves” attitude toward driving any support, initiatives, and projects
- High customer service focus, empathetic, high EQ.
- Desire to provide a seamless and supportive experience for employees in the mobility journey.
- You are a motivated self-starter, able to thrive in a fast-paced environment with quickly changing business needs.
- You have a passion for working across markets with a culturally diverse talent set.

What does success look like for the intern at the end of the summer:

- Sharpened employee support skills by gaining additional context on how Talent Mobility operates and delivers a stunning experience for our mobile employees.
- Grow your network with different cross-functional teams such as Talent Acquisition and Tax.
- Strengthen skills in technology platforms such as Hiver, Google Office Suite, & Workday.
- Learn more about the mobility lifecycle and the operations that support it, including areas of immigration and tax.

Training Program

You will be paired with a Talent Mobility Partner throughout the internship who will also act as your mentor.

All Upward Mobility Interns will participate in group training for knowledge development in the Global Mobility industry. Training to occur over a series of virtual training sessions across intern program participants.

Prepared By:

Visnee Cardona

Date:

May 4, 2022