

A WORK STUDY PROGRAM CASE STUDY: Real Estate Golub & Company

Golub & Company is a leading vertically integrated private real estate development and investment firm with a rich history of managing investments across the U.S. and Europe. Founded in 1960, Golub and its affiliates have owned, leased or managed more than 50 million square feet of commercial, mixed-use and multifamily real estate properties, including 45,000 residential units, valued in excess of \$10 billion located across the U.S. and internationally. Please visit www.golubandcompany.com to learn more.



→ Value of Work Study to Golub & Company

"Working with SSEI and St. Francis students has been an excellent experience for Golub. A true value add for our company, the students bring a unique perspective and new energy to our team. In addition to focusing on their core responsibilities, the program allows students to work collaboratively within the organization, and as a result, they learn new business skills and processes. We hope in future years, some of these student workers become Golub employees!"

- Steve Sise, Chief Operating Officer, Golub & Company

GOLUB



→ Primary duties for students working at the Golub

In October 2022, four student workers began at Golub & Company. Each student was assigned to a separate property and worked with the Tenant Services staff on related duties. Students worked in Reception, Leasing, Insurance, Marketing, and more. Specific tasks included:

- Monitor and take action on tenant inquiries received via in-person, phone, or email.
- Answer calls, greet visitors, and act as the receptionist.
- Review lease files to ensure they contain up-to-date required information and communicate to tenant services staff members any missing or incomplete sections.
- Inspect certificates of insurance to ensure compliance with Tenant Services requirements and work with management to resolve any errors.
- Update tenant contact sheets.
- Complete walk-throughs of properties within Golub's portfolio and document any needs.
- Participate in monthly ownership meetings and vendor tours.
- Create fliers and brochures to support marketing.

LEARN MORE ABOUT SSEI AND THE ST. FRANCIS DE SALES WORK STUDY PROGRAM

Hugo Chavez, Director Work Study Program
hchavez@southeastsideincubator.org



www.sfdshs.org/workstudy