ARCTRUST, Inc.

Title: Legal Intern

Location (address, city, state): Clifton, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid Wage (optional):

Start Date: 5/15/2017 Close Date: 5/12/2017

Job Description: The legal intern will observe the real estate closing process from Agreement to Closing and assist the legal department’s attorneys and staff as necessary; the legal intern will also assist the legal department in the development and implementation of a new document management system; and the legal intern will assist in the development of policies and procedures to improve workflow and efficiencies throughout the organization.

Primary Responsibilities: Assist the paralegals with real estate closings and document preparation; assist in-house counsel with development and implementation of document management directory; other tasks as required throughout the organization.

Qualifications: College student with strong organizational and IT skills; a desire to learn about commercial real estate and property management. Student must currently be enrolled in a pre-law program, and/or courses related to real estate, finance, or business management.

Application Instructions: Please submit a resume, transcript and cover letter to Silvia P. Fernandes, Esq. at sfernandes@arctrust.com.

Disclaimer Information

About the organization: ARCTRUST is a private Real Estate Investment Trust (REIT) that specializes in the development, acquisition, financing and joint-venture of Net Lease Properties. The company’s geographic focus is in the New York to Washington DC corridor and Florida, although the company is also active in other metropolitan areas nationwide that have international airports. Net Lease Properties are single tenant buildings leased long term to nationally recognized tenants.

Disclaimer information: This is a non-paid internship, and not an offer of employment. The student is solely responsible for seeking educational credit from the university for his/her participation in the internship. By applying to this internship, the student confirms that he/she is pursuing this internship for educational purposes only, with no expectation that the internship will result in employment. Additionally, the student confirms that he/she is under the supervision of a school official who will monitor the student’s expected achievement of his/her learning objectives.