

Administrative Internship Job Posting Rev Feb 2026

Administrative Summer Internship Job Description

Are you looking for an opportunity to learn from a **gold** medal award-winning and fast-paced company? Are you a hard worker seeking a culture of driven employees and supportive teamwork? Guardian Property Management is looking for you!

Guardian Property Management is a locally owned company that manages and maintains single family homes, townhomes and multi-unit apartment buildings throughout the greater metro area. We are recognized leaders in the Twin Cities Property Management industry and have strong ties with Minnesota Multi-Housing Associate (MHA), National Association of Residential Property Managers (NARPM), and various municipalities throughout the Twin Cities. We're offering 2 summer internship positions to students seeking experience and learning opportunities in Housing Studies, Public Administration, Business Administration, or similar fields of study.

Summer Internship:

The internship period will last approximately 14-16 weeks, and we will work with your school schedule to determine start and end dates. This is a primarily in-office position with multiple field trip/job shadow outings scheduled sporadically throughout the duration of the internship.

Role Responsibilities:

- Learn and utilize property management and property maintenance software systems
- Communicate with property owners, residents and vendors helping to facilitate the day-to-day operations and administration of property management and property maintenance.
- Participate in weekly training sessions covering key management and maintenance industry topics including but not limited to owner financial reporting, rent collection and evictions, fair housing regulations, marketing and leasing, unit turnovers, security deposits, contract jobs, rental licensing, caretakers and more!
- Participate in job shadow field trips with various staff members
- Help in coordination of management/maintenance department functions such as rental licensing, inspections, unit turnovers, lease renewals, utility billing, special accommodation requests, etc. as needed
- Review, coordinate, follow-up on maintenance work orders.
- Assist with invoicing and payment processes
- Ensure outstanding client relations and customer service to owners, residents and vendor partners
- Uphold Guardian's core values (see below) in all aspects of your internship

What You'll Gain:

- 2:1 weekly training sessions from functional experts covering key management and maintenance industry topics as described above, opportunities to ask questions and hone your understanding of the industry
- Field trip days shadowing various functional experts outside the office (leasing, maintenance, project management, on-multi-unit property management and caretaker oversight, etc.), opportunity to see the work in action, boots on the ground experience!
- Business administration skills as they relate to property management and property maintenance
- Management experience of single-family and multi-family housing
- Become familiar with the various aspects of local, state and federal housing policies
- Professional communication styles with a diverse population of investment clients, residents and vendor partners
- Mentorship from experienced professionals

Ideal Candidate:

- Student pursuing a degree in Property Management, Housing Studies, Real Estate, Public Administration, Business Administration or similar fields of study
- Strong organization and prioritization skills
- Excellent communication skills
- High sense of urgency in a fast-paced environment

- Exceptional attention to detail
- Experience with Microsoft Office programs
- Positive attitude
- Prior administrative or office experience is beneficial, but not required

Why work with Guardian Property Management?

- We are truly guided by our core values of:
 - Honesty and integrity
 - Culture of support and service
 - Hold ourselves accountable “Good, Better, Best” philosophy
 - Work accountability and life balance
 - Laughter and a positive attitude
- We offer great pay and benefits:
 - \$16 per hour
 - 2 paid personal/floating holidays during your 14-16 week internship
 - Paid holidays
 - ½ day Fridays: Offices close at noon every Friday.
 - Gym on-site, free for employees
 - Company State Fair Day on the opening day of the fair!

Guardian is an Equal Opportunity employer. We have been voted Minnesota’s Best Property Management Company for 3 years running by the Minneapolis Star Tribune’s annual Readers’ Choice Awards, winning the **gold** medal for 2023, 2024 and 2025 and have twice been recognized as “100 Best Companies to Work For” by Minnesota Business magazine.

If you share our values, and are looking to contribute to a committed team, please apply for our open position with a resume and cover letter at www.guardianprop.com/careers .