

The Institute for International Business, in partnership with the US Commercial Service's Des Moines office, is pleased to announce an exciting international business internship opportunity. The US Commercial Service Iowa provides support services to Iowa companies as they aim to export their products and services internationally. Internship details can be found in the attached job description.

The selected intern will be eligible for a \$2,300 award dispersed to your Ubill in two installments of \$1,150. Awards will be dispersed upon satisfactory mid-term and final performance reviews.

To apply: Please send your resume and cover letter to jayne-meacham@uiowa.edu. All resumes and cover letters will be screened to ensure they meet the minimum requirements before being forwarded to the Commercial Services office. *Note: You will want to address your cover letter to the Catherine Muth the contact indicated in the job description.*

Deadline for applications: March 25th, 2021

JOB DESCRIPTION: International Business Internship

POSITION: International Trade Intern

RESPONSIBILITIES:

- Market Research: Utilizing federal government databases, trade journals and internet-based market research to assist companies identify best market prospects;
- Marketing/Promotional: Promoting overseas trade shows, export leads, seminars and other trade activities; preparation of newsletters, webinars, podcasts and other promotional media; event/ seminar support; promoting CS Iowa via social media and traditional marketing;
- Business Counseling: Direct inquiries from exporters regarding trade requirements, regulations, documentation, country issues, commodity classification, etc.; attend meetings with local businesses to assess exporting needs;
- Iowa District Export Council (DEC): Supporting DEC activities and quarterly networking events; managing content on website; other projects;
- Administrative: Website, media, social media, and newsletter management; data entry; maintenance of trade reference resources;
- Special Projects: As assigned.

REQUIREMENTS:

- U.S. Citizenship
- Enrollment in accredited school
- Graduate or undergraduate status
- 3.0 minimum GPA
- Available to work 15-20 hours/week for at least 8 total weeks

- Strong writing skills
- Strong research skills
- Background check

Given the environment related to COVID-19, the format of the internship will be virtual. Interns must provide their own computer equipment to complete their internship.

ABOUT: The U.S. Commercial Service, Iowa is a local federal government office with a global network that provides customized solutions enabling Iowan companies to sell U.S.-made products and services internationally.

QUESTIONS? CONTACT:

Albert Liu Director | U.S. & Foreign Commercial Service U.S. Department of Commerce |
International Trade Administration Albert.Liu@trade.gov | (515) 380-3419