

2022 Iowa International Business Internship: US Commercial Service

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, 2022

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