

INTERNSHIP OPPORTUNITY

SELECTUSA

U.S. Department of Commerce

Washington, DC

OPERATIONS MANAGEMENT INTERNSHIP

ABOUT SELECTUSA

Established by [Executive Order of the President](#), SelectUSA is a government-wide initiative to encourage, facilitate, and accelerate business investment in the United States by both domestic and foreign firms. In an era of global capital mobility, the United States faces increasing competition for retaining and attracting the industries and jobs of the future. SelectUSA's mission is to help support business investment to create jobs, spur economic growth and promote American competitiveness globally.

SelectUSA coordinates existing resources and functions within the U.S. Department of Commerce and across relevant federal departments and agencies. The program promotes and facilitates investment by providing services to investors and U.S. economic development organizations. To learn more about our services, please visit <http://selectusa.commerce.gov/services>.

INTERNSHIP DUTIES AND QUALIFICATIONS

SelectUSA has vacancies for unpaid internships year round. This is an excellent opportunity for students to gain valuable experience and insight into Federal budget management, program management and operations, and strategic planning. Duties will range across all aspects of business program operations from budget/finance/accounting, budget formulation, contracts and procurement, to strategic planning, program execution, risk management, and workforce planning/management, to measuring program efficiency and effectiveness through evaluation and analysis, performance measures and /metrics, client satisfaction and business process improvements. Interns will gain valuable experience in some if not all of these key program aspects that ensure running a successful business and program operations.

Candidates should have academic and/or professional experience in international relations, international or general business, management, finance/financial management, accounting, public policy, economics, international investment and/or trade issues; excellent communication skills (verbal and written); self-motivated, strong teamwork skills, excellent analytical skills, professional computer skills (MS Office like Outlook, Excel, PowerPoint and Word); U.S. citizenship; and current enrollment in an undergraduate or graduate school program. Interns may work full-time (approximately 40 hours per week) or part-time.

TO APPLY

To apply, please send a cover letter and resume to Shirley Porter at Shirley.Porter@Trade.gov. Intern candidates who are interviewed may be requested to provide a writing sample.

Application deadline:

School Quarter/Semester	Time Period for Internship	Deadline for Application
Fall	09/2014 – 12/2014	September 5, 2014
Winter	01/2015 – 05/2015	November 14, 2014
Summer Internship	05/2015 – 08/31/2015	April 18, 2015

NOTE: Applications will be accepted on a rolling basis. Applications that do not include a cover letter will not be considered. To learn more about SelectUSA, visit www.selectUSA.gov.