



## Unpaid Student Volunteer Internship Program

The International Trade Administration (ITA) is seeking applications for the Unpaid Student Volunteer Internship Program in Washington DC. The opportunity is intended to provide valuable work experience to students interested in working on international trade issues.

The following information provides you with a brief introduction of our five units within ITA, basic qualifications, instructions on how to apply, application deadlines, what to expect next, and who to contact for more information.

### Internship Opportunities:

Selected student interns will be assigned to an office within one of the following five units:

**Import Administration (IA):** Employs trade laws and agreements to prevent unfairly traded imports and safeguards jobs and the competitive strength of American industry. It enforces the U.S. unfair trade laws (e.g., the anti-dumping and countervailing duty laws) and develops and implements other policies and programs aimed at countering foreign unfair trade practices. To learn more about IA, please visit their web site at: <http://trade.gov/ia/index.asp>

**Market Access and Compliance (MAC):** Identifies and helps American companies overcome trade barriers overseas and ensures that trading partners fully meet their obligations under trade agreements signed with the United States. MAC ensures access to world markets for American companies and workers so they can compete on a “level playing field.” To learn more about MAC, please visit their web site at: <http://trade.gov/mac/index.asp>

**Manufacturing and Services (MAS):** Enhances the global competitiveness of U.S. industry by expanding its market access and increasing its exports. MAS works to strengthen U.S. competitiveness abroad by: 1) helping shape industry-specific trade policy; 2) providing critical analysis and information to other Federal agencies, private sector partners, and Congress; and 3) creating a positive domestic business environment by reducing the premium associated with operating within the United States. To learn more about MAS, please visit their web site at: <http://trade.gov/mas/index.asp>

**Trade Promotion and the U.S. and Foreign Commercial Service (US&FCS):** Helps U.S. businesses capitalize on export opportunities. It also facilitates outreach to traditionally underserved rural and minority communities, coordinates with multiplier organizations, and provides diplomatic support for trade compliance, advocacy, and trade policy initiatives (e.g., Free Trade Agreements and manufacturing initiatives). To learn more about US&FCS, please visit their web site at: <http://trade.gov/cs/index.asp>

**Executive Administration (ExAdmin):** Provides quality business advisory and support services that enhance program unit effectiveness. This includes: financial management and budget support, strategic planning, human capital management, organizational and management support and information technology management.

In addition, please view the ITA informational video to learn more about our organization. ["30 Minutes of Trade"](#).

### **Basic Qualifications:**

All applicants applying to participate in the Unpaid Volunteer Student Internship Program must meet the following requirements:

1. Must be a United States citizen.
2. Must be enrolled as a degree-seeking student in an accredited **four year or graduate program**.
  - Must be in good academic standing, maintaining a **G.P.A. of 3.0 or higher**.
  - Must have **completed at least 60 hours** in a four year program prior to entry on duty.

In addition to meeting the basic qualifications required, applicants must also:

- ✓ Work well in a team environment.
- ✓ Have very strong communication skills, and be detailed oriented.
- ✓ Have a working knowledge of computer applications such as Microsoft Word or Microsoft Excel.
- ✓ Have excellent writing, reading, and interpersonal skills.
- ✓ Be able to organize a variety of assignments simultaneously and meet tight deadlines.
- ✓ International experience (e.g., studying, travel, and working) strongly desired, but not required.
- ✓ Ability to speak a foreign language desired, but not required.

### **How to Apply:**

1. A complete application will consist of the following three documents:
  - **A cover letter.**
  - **A resume.**
  - **Your most recent unofficial or official transcript.**

**Please do not include your social security number on any of the documents you submit.**

**Submitted materials will not be returned.**

2. Please submit this information to [unpaidstudentinternship@mail.doc.gov](mailto:unpaidstudentinternship@mail.doc.gov) or you may fax this information to 202-501-6159. You must submit your entire application package prior to the deadline.
3. [Frequently Asked Questions](#)

### **Application Deadline:**

**Spring 2010: September 30, 2009**

**What to Expect Next:**

After we have received your complete application package, we will notify you. Your application package will be submitted to hiring officials for their review. If interviews are required, you will be contacted. We will notify you once selections have been made regardless of whether or not you were selected. We anticipate selections will be completed by November 2009. If selected, you will receive a tentative offer and will be required to submit additional forms.

**Internship Coordinator:**

Lesley Nichols

Phone: 202-482-3504

Fax: 202-501-6159

Email: [unpaidstudentinternship@mail.doc.gov](mailto:unpaidstudentinternship@mail.doc.gov)

Or write:

International Trade Administration

U.S. Department of Commerce

Office of Strategic Resources

Room 2006, 14th & Constitution Ave., NW

Washington, DC 20230