

Internship Opportunity Indianapolis



U.S. Department Of Commerce Internships

The Commercial Service (US&FCS) is the export promotion arm of the U.S. Department of Commerce/International Trade Administration. The Export Assistance Center (EAC) engages in the counseling of Indiana companies on export marketing procedures, regulations, and methods of doing business in foreign countries. Assistance is provided for Indiana companies in the area of market research and locating marketing partners and distributors and/or representatives. The EAC provides international trade promotion programs and seminars to promote U.S. products and services overseas.

The EAC internship program is a non compensated position. The principle function of an intern is to assist the office in the execution of their strategic marketing plan and that of each international trade specialist. It is an opportunity to acquire real world experience from professional export counselors. The responsibilities of this internship include, but are not limited to the following

- Assist international trade specialists in the areas of research of foreign markets.
- Assist in the development and coordination of export promotional programs, recruitment for overseas trade events, organize business briefings, and provide a variety of assistance for international programs and seminars being conducted throughout the State of Indiana.
- Provide assistance to international trade specialists in the development and execution of Indiana businesses export marketing plans.

What is the Export Assistance Center looking for in an intern?

A student who is self motivated and willing to work 30-40 hours a week. Preference given to Junior, Senior or Graduate Student with 2.7 GPA or better majoring in but not limited to the following:

- Marketing
- Business
- Economics
- Geography
- Political Science
- Foreign Languages

Have taken courses in some of the following:

- International marketing
- Business law

- International studies
- International economics

Must have the following skills:

- Excellent oral and written communication skills
- Good research skills
- Computer literate
- Creative and self motivated

Note: Position is unpaid; must be a U.S. Citizen; minimum of 18 years of age; and a full/part-time student

If you are interested in applying for an internship, please send your resume, and a cover letter via fax or e-mail to:

U.S. Department of Commerce
Mark Cooper, Director
Internship Application
11405 N. Pennsylvania St. Suite #106
Carmel, IN 46032
Tel: 317-582-2300
Fax: 317-582-2301
Email: Mark.Cooper@trade.gov