



International Trade Internship U.S. Commercial Service-Minnesota U.S. Export Assistance Center U.S. Department of Commerce

The U.S. Commercial Service Minneapolis is your local federal government office with a global network that provides customized solutions enabling Minnesota companies to sell U.S. made products and services internationally.



Professional Level Internship
Continuous 90 day periods - up to 180 days
Downtown Minneapolis
Public transit subsidy available
All majors welcome

- Would you like to spend time on the inside track of international business?
- Interested in gaining real-world experience that can provide an essential edge for entering today's job market?
- Learn how the U.S. Government serves local companies' exporting needs.
- These opportunities are made available to qualified applicants by the U.S. Commercial Service in Minneapolis.

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 and other promotional materials. Event/seminar support.

Developing and managing office social networking campaigns.

Business Counseling

Directing telephone inquiries from exporters regarding trade requirements, regulations, documentation, country issues, commodity classification, etc. Attend meetings with local businesses to assess exporting needs.

Administrative

Website and newsletter management; Data entry; Maintenance of trade reference resources;

Special Projects as assigned.

Requirements:

- U.S. Citizenship
- Volunteer positions only
- Interest in International Trade
- Enrollment in accredited school
- Graduate or undergraduate status
- 3.0 minimum GPA
- 20 hours + per week availability
- Good interpersonal skills
- Ability to communicate verbally
- Strong writing skills
- Strong research skills
- Knowledge of Excel spreadsheets & formulas
- Background check

Email resume and optional cover letter to:

Dean Matlack
Commercial Officer
U.S. Commercial Service
U.S. Export Assistance Center
100 N 6 St. Suite 210-C
Minneapolis, MN 55403
(612) 348-1638
Dean.Matlack@trade.gov

For more information on our program visit: www.export.gov/minnesota

