**U.S. TRADE AND DEVELOPMENT AGENCY**

**Position Title**

Intern, Office of Chief Information Officer

**Summary**

USTDA helps companies create U.S. jobs through the export of U.S. goods and services for priority infrastructure projects in emerging economies. USTDA links U.S. businesses to export opportunities by funding project preparation and partnership building activities that develop sustainable infrastructure and foster economic growth in partner countries.

USTDA achieves its mission by funding feasibility studies, technical assistance and pilot projects that integrate U.S. private sector innovation into infrastructure projects at the critical early stages when design choices and technology options are determined. The Agency also connects overseas project sponsors with U.S. partners through its reverse trade missions, industry conferences and expert workshops.

USTDA's dual mission of facilitating overseas economic development and U.S. exports is unique among federal agencies. In carrying out its mission, the Agency places particular emphasis on vital economic sectors including clean energy, information and communications technology, transportation, healthcare infrastructure and agribusiness.

**Requirements**

All internships are virtual and available to students who are U.S. citizens and currently enrolled in an undergraduate or graduate degree program. Strong writing and analytical skills coupled with excellent work and academic credentials are essential. A demonstrated interest in information technology and/or cybersecurity is preferred. All internships are unpaid, however USTDA will work with schools to help interns secure course credits.

For summer internships, USTDA seeks a commitment of at least 32 hours per week over a 10-week period. Summer internships start June 5, 2023, and end August 11, 2023. USTDA is willing to consider earlier start dates and later end dates.

**Responsibilities**

- Support the IT team in the maintenance of hardware, software and other systems.
- Assist with troubleshooting equipment-related issues and providing technical support to Agency users.
- Assist in organizing and maintaining IT resources.
- Assist in running software updates and backups when requested.
- Assist in the development of new desktops, servers or applications when requested.
- Lend IT support in areas such as cybersecurity and data center management.

- Support other duties as required by the Agency's Information Technology team.

## Education

Ideal candidates will have an educational background in information technology, computer science or management information systems and related disciplines.

## Additional Information

U.S. citizenship is required, and interns will need to successfully complete a background screening prior to the start of the internship.

## Required Documents

Applications must include a cover letter, resume, school transcript(s) and writing sample. Candidates will be evaluated on their problem-solving skills, verbal and written communication, ability to work in teams, attention to detail with a strong work ethic, a demonstrated interest in information technology and the quality of their application materials.

## Benefits

- Career development roundtables with USTDA leadership
- Intern lunch with USTDA's Director
- Frequent social and networking events
- Capitol Hill and think tank events on international trade and development
- Academic course credits

## How to Apply

Applications for the upcoming summer are accepted through Tuesday, January 31, 2023, to the attention of Silvia Umana, Intern Coordinator, via email, at internships@ustda.gov. USTDA may accept internship applications after this date, subject to the availability of unfilled internship slots.

To learn more about USTDA, please visit us at www.ustda.gov.