



## **Position Title**

Intern, Administration/Training

## **Summary**

The U.S. Trade and Development Agency (USTDA) helps companies create U.S. jobs through the export of U.S. goods and services for priority development 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 accomplishes its mission by funding feasibility studies, technical assistance and pilot projects that integrate the expertise and innovation of American companies. The Agency also connects overseas buyers with U.S. sellers through its reverse trade missions, industry conferences and workshops. Unique among federal agencies, USTDA is mandated to promote the participation of U.S. industry in infrastructure projects at the critical early stages when design choices and technology options are being defined. The Agency places emphasis on economic sectors with significant U.S. export potential, such as energy, telecommunications, transportation, healthcare 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 international development and business is preferred. All internships are unpaid, however USTDA will work with schools to help interns secure course credits.

For fall internships, USTDA seeks a commitment of at least 16 hours per week over a 12-week period. Fall internships start September 8, 2020 and end December 4, 2020. USTDA is willing to consider earlier start dates and later end dates.

## **Responsibilities**

- Assist in the development of Agency training programs, working with outside vendors to assist in assessing training course options, and scheduling of training for staff.
- Assist in the implementation of USTDA's administration activities to include a variety of clerical support such as managing front office clerical duties, managing travel and scheduling of appointments.
- Assist in creating a records schedule for the Agency.
- Assist with updating the Administration SharePoint Site.
- Support other duties as required by the Agency's Administrative team.



## **Education**

Ideal candidates will have an educational background in public administration, human resources, or training. Proficiency in MS Office and office automation is preferred.

## **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 relevant skills and experience, demonstrated interest in international business and/or foreign assistance 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
- Academic course credits

## **How to Apply**

Applications for fall are accepted through Friday, July 31, 2020, to the attention of Silvia Umana, Administrative Specialist, via email, at [sumana@ustda.gov](mailto:sumana@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](http://www.ustda.gov).