



Internship – Summer 2018

POSITION TITLE: International Research Intern

This internship offers hands-on experience in assisting staff to serve ongoing client needs and general economic development needs. The internship is focused on supporting the Director of Foreign Direct Investment in researching questions related to exporting, importing, and international investment. The intern must be a self-starting individual, comfortable working independently. Interns enjoy complimentary access to all World Trade Center St. Louis (WTC) seminars, events and workshops to increase international understanding.

Please note: Internship is unpaid

POSITION DESCRIPTION:

- ▶ **Conduct** market research for client firms or other regional organizations under the direction of the Director of Foreign Direct Investment, or other staff members. This will involve using in-house resources, databases, and outside sources.
- ▶ **Assist** with the maintenance of international trade databases to ensure information is current and accurate. Specifically, tracking the number of international businesses, exporters, importers, and foreign owned firms in the St. Louis area.
- ▶ **Support** the organizing of international trade training programs and seminars.
- ▶ **Perform** other duties as assigned, including assisting with programs and setting up conference rooms, assemble WTC folders, staffing registration tables, etc.

EXPECTATIONS:

- ▶ **Commitment** - Make a commitment of working 15 – 20 hours per week. Opportunities available for extended internship.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked. Statement of confidentiality must be signed.
- ▶ **Good Attendance** - Adhere to the schedule that is mutually agreed upon.

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