



U.S. Department of Commerce
International Trade Administration

**Student Volunteer
Internship Program**



INTERNATIONAL
T R A D E
ADMINISTRATION

ITA Student Volunteer Internship Program Information

Please visit us at <http://www.ita.doc.gov/hrm/unpaidstudentinternships.pdf> to learn how to apply.

APPLICATIONS MUST BE *RECEIVED* BY THE DEADLINE

Summer 2010 Deadline: February 26, 2010

Fall 2010 Deadline: July 30, 2010

Spring 2011: October 2, 2011

AN INTRODUCTION TO THE INTERNATIONAL TRADE ADMINISTRATION'S STUDENT VOLUNTEER INTERNSHIP PROGRAM

What is the International Trade Administration?

The International Trade Administration (ITA) is an integral part of the U.S. Department of Commerce. It leverages its relationships with other government bureaus and agencies to maximize the influence of its programs and to minimize their cost. ITA enhances its ability to serve customers through strategic public-private partnerships with American international trade service providers, making ITA's resources go further.

These activities are organized into five different divisions that comprise ITA:

- Executive Administration
- Trade Promotion and the U.S and Foreign Commercial Service
- Manufacturing and Services
- Market Access and Compliance
- Import Administration

What is the mission of the International Trade Administration?

ITA is charged with strengthening the competitiveness of U.S. industry, promoting trade and investment, and ensuring fair trade and compliance with trade laws and agreements.

ITA creates opportunities for U.S. workers and firms by promoting international trade opportunities and by fostering a level playing field for American business.

What are the objectives of the Student Volunteer Internship Program?

1. To provide students with an understanding of the structure and function of ITA.
2. To provide students with first-hand experience in promoting and supporting trade and investment together with strengthening industry competitiveness.
3. To enable students to assert initiative and creativity through hands-on involvement and problem solving.

Eligibility

Applicants must be:

1. A United States citizen.
2. A student. A student is an individual who has been accepted for enrollment, or who is enrolled, as a degree-seeking student in an accredited college or university.
3. Enrolled as a degree-seeking student in an accredited four-year or graduate program. A full or part-time continuing college or university junior, senior, or graduate student. Students must have completed at least 60 hours in a four-year program prior to entry on duty.
4. In good academic standing, maintaining a GPA of 3.0 or higher.

Please note:

You may apply to the Student Volunteer Internship Program if you are awaiting a graduate school admissions decision. However, if selected for an internship, you may not begin your internship until you provide a transcript that demonstrates that you are registered or have been accepted for enrollment.

In some cases, prospective applicants may be able to substitute professional experience for educational experience.

Location

All internships for the Student Volunteer Program are located in Washington, DC. ITA has internships available throughout the United States and the world at various U.S. Export Assistance Centers and embassies. To learn more, please visit www.export.gov and click on the appropriate city in which you would like to intern.

Length of the Internship

The duration of a student's internship is typically three to four months. The intern and the supervisor can decide the duration as well as the intern's work schedule.

Compensation

All ITA internships within the Student Volunteer Program are *unpaid*.

- Transportation: metro benefits are available, but need to be approved by the intern's supervisor. Benefits are based on actual commuting costs and cannot exceed \$230 per month. Please contact Sharon Russell at Sharon.Russell@trade.gov for more information.
- Academic credit: may be granted with the consent of the academic institution.
- Housing: ITA does not provide housing for any interns. To learn of housing options, please visit our website <http://www.ita.doc.gov/hrm/unpaidstudentinternships.pdf> and click on the FAQ link.

Intern Selection Process

After ITA has received your complete application package, you will be notified. Your application package will be submitted to hiring officials for their review. If interviews are required, you will be contacted. If selected, you will receive a tentative offer and will be required to submit additional forms.

What to Expect as an Intern

- Duties of an intern: Intern duties will vary by the specific office in which they are assigned. Duties may include researching and analyzing regulatory, trade, and investment issues; helping prepare briefing papers, memos, and other materials for senior officials; preparing responses to internal and external clients; and/or tracking deadlines and upcoming trade events.

Selected student interns will work in an office within one of the following five units:

Executive Administration (Ex-Admin): provides quality business advisory and support services that enhance program unit effectiveness. This includes: financial management and budget support, strategic planning, human capital management, organizational and management support and information technology management.

Trade Promotion and the U.S. and Foreign Commercial Service (US&FCS): helps U.S. businesses capitalize on export opportunities. It also facilitates outreach to traditionally under-served rural and minority communities, coordinates with multiplier organizations, and provides diplomatic support for trade compliance, advocacy, and trade policy initiatives (e.g., Free Trade Agreements and manufacturing initiatives). To learn more about US&FCS, please visit their web site at <http://trade.gov/cs/index.asp>

Manufacturing and Services (MAS): enhances the global competitiveness of U.S. industry by expanding its market access and increasing its exports. MAS works to strengthen U.S. competitiveness abroad by: 1) helping shape industry-specific trade policy; 2) providing critical analysis and information to other Federal agencies, private sector partners, and Congress; and 3) creating a positive domestic business environment by reducing the premium associated with operating within the United States. To learn more about MAS, please visit their web site at <http://trade.gov/mas/index.asp>

Market Access and Compliance (MAC): identifies and helps American companies overcome trade barriers overseas and ensures that trading partners fully meet their obligations under trade agreements signed with the United States. MAC ensures access to world markets for American companies and workers so they can compete on a “level playing field.” To learn more about MAC, please visit their web site at <http://trade.gov/mac/index.asp>

Import Administration (IA): employs trade laws and agreements to prevent unfairly traded imports and safeguards jobs and the competitive strength of American industry. It enforces the U.S. unfair trade laws (e.g., the anti-dumping and countervailing duty laws) and develops and implements other policies and programs aimed at countering foreign unfair trade practices. To learn more about IA, please visit their web site at <http://trade.gov/ia/index.asp>

- Appropriate attire: Interns are at the forefront of customer service and must project professionalism. All apparel must be clean, neat, and appropriate for a traditional business setting. Attire should never pose a safety or health hazard or serve as a distraction from work. Business professional is expected Monday through Thursday. Business casual attire may be authorized for Friday, but interns should check with their supervisor on the office policy. In addition, business professional attire is required if any meetings are conducted with individuals outside of the office regardless of the day of the week.

Intern Activities

The ITAIN (ITA Intern Network) serves to enhance the overall intern experience. In addition to gaining exceptional work experience, interns will become familiar with working and living in Washington DC.

ITAIN has three components:

- Speaker Series: throughout each semester, there are weekly meetings with guest speakers who share their career experiences and help interns better understand the various roles of each business unit as well as how they fit together within the mission of the ITA.

- Career Development: interns are also exposed to career development through attending events conducted by academic associations and nonpartisan organizations.

ITAIN allows interns to explore the greater DC area. Past events have included tours of the White House and the Capitol, government agencies and organizations including the Department of State and Voice of America.

- Social Events: social activities include weekly networking lunches, which seek to provide a social group for interns to create social networks and meet colleagues.

Internship Coordinator

Lesley Nichols

Phone: 202-482-3504

Fax: 202-501-6159

Email: unpaidstudentinternship@mail.doc.gov

Or write:

International Trade Administration
U.S. Department of Commerce
Office of Strategic Resources
14th & Constitution Ave., NW; Room 2006
Washington, DC 20230