

# INTERNSHIP OPPORTUNITY SELECTUSA

U.S. Department of Commerce  
Washington, DC

## OPERATIONS MANAGEMENT INTERNSHIP

### ABOUT SELECTUSA

Established by the President in 2011, SelectUSA is the first-ever government wide program to encourage, facilitate, and accelerate business investment in the United States by foreign firms. In an era of global capital mobility, the United States faces increasing competition for attracting and retaining the industries and jobs of the future. SelectUSA's mission is to help support business investment to create jobs, spur economic growth, and promote American competitiveness.

SelectUSA coordinates existing resources and functions within the U.S. Department of Commerce and across relevant federal departments and agencies. The program promotes and facilitates investment by providing services to investors and U.S. economic development organizations. SelectUSA leverages activities such as White House roundtable events, roadshows, and our annual Investment Summit to support investment promotion. To learn more about our services, please visit [www.selectusa.gov](http://www.selectusa.gov).

### INTERNSHIP DUTIES AND QUALIFICATIONS

SelectUSA has vacancies for unpaid internships in Washington throughout the year on a semester basis. This is an excellent opportunity for students to gain valuable experience and insight into federal budget management, program management and operations, and strategic planning. Duties will range across all aspects of business program operations from budget/finance/accounting, budget formation, contracts and procurement, strategic planning, program execution, risk management, and workforce planning/management, to measuring program efficiency and effectiveness through evaluation and analysis, performance measures and metrics, client satisfaction and business process improvements. Interns will gain valuable experience in some if not all of these key program aspects that ensure a successful business and program operation.

Candidates should have academic and/or professional experience in international relations, international or general business, management, finance/financial management, accounting, public policy, economics, international investment and/or trade issues; excellent communication skills (verbal and written); self-motivated, strong teamwork skills, excellent analytical skills, professional computer skills (MS Office like Outlook, Excel, PowerPoint and Word); U.S. citizenship; and current enrollment in an undergraduate or graduate school program. Interns may work full-time (approximately 40 hours per week) or part-time.

Priority will be given to candidates who are available full time (35-40 hours per week), but part-time hours may be considered on an exceptional basis.

### TO APPLY

Please send your cover letter and resume as one combined PDF attachment to [SUSAinternships@trade.gov](mailto:SUSAinternships@trade.gov) and include your first and last name in the file name. In your cover letter, please include your dates of availability and specifically address your interest in SelectUSA, how you would help support SelectUSA's mission, and how this internship aligns with your future goals. Applications without cover letters will not be considered.

### DEADLINES

**Applications are accepted on a rolling basis for spring, summer, and fall semester internships, with the following 2016 deadlines:**

Summer (May-August)  
Fall (September-December)  
Winter (January-May)

Deadline:	March 18
Deadline:	August 1
Deadline:	November 27