



## Internship

### POSITION TITLE: International Research Assistant

This WTC internship offers hands-on experience in assisting WTC staff serve ongoing client needs. The internship is focused on supporting the Director, Trade Services in researching and compiling answers to specific international business questions. Client site visits and the opportunity to present findings to clients also are provided in the internships. The intern must be a self-starting individual, comfortable working on his/her own. Interns enjoy complimentary access to all WORLD TRADE CENTER Saint Louis award-winning seminars, events and workshops to increase international understanding. Please note, internships are unpaid.

### POSITION DESCRIPTION:

- ▶ **Conduct** market research for client firms under the direction of the Trade Services Director or other staff members. This will involve using in-house resources and databases as well as outside sources.
- ▶ **Assist** with the maintenance of WTC international trade databases to ensure information is current and readily accessible. This includes reviewing literature and periodicals for inclusion in WTC databases.
- ▶ **Assist** with responses to foreign business inquiries. This might include generating company contact lists or assisting with setting up of business appointments.
- ▶ **Support** the planning and organizing of international trade training programs and seminars.
- ▶ **Support** front desk responsibilities as requested; duties include greeting clients/tenants, answering phones, opening mail, etc.
- ▶ **Perform** other duties as assigned, including assisting with programs, mailers, and setting up conference rooms, 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.