

# TRADE DEVELOPER INTERN

<b>POSITION TITLE</b>	Trade Developer Intern	<b>DATE POSTED</b>	6/30/07
<b>YEARS OF EXPERIENCE</b>	Open	<b>CLOSING DATE</b>	Open
<b>INDUSTRY KNOWLEDGE REQUIRED</b>	None	<b>NUMBER OF POSITIONS</b>	Open
<b>LEVEL</b>	Entry Level Open to Seniors	<b>TYPE POSITION</b>	Paid Internship / Field Position

## POSITION SUMMARY:

Students of international trade will serve on a trade development team under the supervision of a Senior Trade Developer. Students can expect to be exposed to many aspects of trade, focusing on preparing client companies to do business internationally. Work may include analysis of client data, product issues, industry operating environments (including international barriers to trade), regulatory environments, cultural and product level non-conformities and marketing distribution channels. Trade Developer Interns serve in a support capacity to a full trade team, and, as such, have limited unsupervised client interaction. Seniors and above may apply. International and domestic travel required.

## ESSENTIAL FUNCTIONS:

- Assist trade team with clerical and administrative tasks while working in client offices.
- Assist with preparation of work product and powerpoint presentations.
- Maintain solid notes on day's activities of the entire trade team.
- Attend meetings along with trade team in an observing capacity.
- Provide support to client companies in attending Trade Missions and Trade Shows, both internationally and domestically.

## OTHER REQUIREMENTS:

- Passport essential
- High level of computer literacy
- Prepare academic paper regarding trade team functions and the importance they serve in developing foreign markets.
- Outside reading and supporting research required in order to understand trade development.
- NOTE: At successful completion of internship, Trade Developer Intern will be allowed to apply for associate level positions, if available.