



# INTERNSHIP OPPORTUNITY

## US DEPARTMENT OF COMMERCE US COMMERCIAL SERVICE

*Advancing US commercial interests through a global network of offices in 48 states and in over 70 countries worldwide. Our Cincinnati office is dedicated to international business counseling and international market planning, implementation & entry for export-ready companies.*

### **WHAT YOU WILL LEARN:**

#### **Trade Counseling Assistance**

- Assist Trade Specialist with exporting inquiries regarding trade requirements, regulations, documentation, country-specific issues
- Assist clients to develop international marketing plans for their products and services
- Accompany Trade Specialists on Client visits -- Gain product familiarity, assess company's international objectives, meet valuable contacts

#### **Market Assessment & Services for US Companies**

- Consult with exporters regarding relevant overseas trade shows, provide sales leads and information on upcoming seminars and conferences
- Inform companies of various assistance tools and products to aid in international sales
- Assist Trade Specialists with identifying timely seminar topics and assist with all stages from planning to implementation to follow-up

#### **Networking**

- Attend local international programs and meet other companies/people involved in international business
- Obtain a working knowledge of local Southern Ohio & Northern Kentucky companies expanding their products and services overseas
- Become familiar with specialists and officers in other offices both in the US and abroad
- Gain valuable government experience for actual credit towards a future career with the Federal Government

#### **Administration**

- Assist in client management services (acquiring new clients, updating current client information, identification of future clients)
- Assist with market research for potential new markets
- Assist with customer service and client requests

### **REQUIREMENTS:**

- Must be a US Citizen
- Full or Part Time Student
- Minimum 3.0 GPA on 4.0 Scale
- Up to 20 Hours per Week
- Excellent Interpersonal & Customer Service Skills
- Ability to Work in and Contribute to a Team Environment
- Exceptional Writing and Communication Skills
- Strong Computer Skills -- (Microsoft- Excel, Power Point, Word -- Databases, Internet)
- Interest in International Business/Studies &/or Federal Government
- Internship is unpaid, but we can work with your school for academic credit

For more information, contact Penny Toschlog at (513) 684-2944 or  
[Penny.Toschlog@mail.doc.gov](mailto:Penny.Toschlog@mail.doc.gov)