Student Volunteers Information

Student Volunteers Eligibility

The International Trade Student Volunteer is **unpaid** with potential to receive college credit. The position requires a minimum of 12 and up to 21 hours per week. There is one position in the office each semester.

Student in-office hours would be Tuesday, Wednesday, Thursdays only, hours are flexible to work around student schedule/activities.

Requirements

Students must be a U.S. Citizen (green card holder not eligible), pass a fingerprint check and at a minimum enrolled part-time in a college or university. Must be computer literate (Outlook, Windows, Word, Excel, Salesforce a plus), maturity/ability to work independently, commitment to the assigned hours and good telephone manners. Also suggest becoming familiar with U.S. Commercial Service and [www.export.gov](http://www.export.gov)

Deadline: At least one month prior to start of semester of interest.

Major Areas of Study

All Business Majors, Economics, Political Science, Public Administration, Law, International Studies and Relations, Marketing, Finance, Foreign Language, Communications, Sociology, Geography and History. The student has a strong interest in international business.

Student Volunteer Activities includes

- Provide support to International Trade Specialists in outreach, market research, trade promotion
- Research on commercial markets in Latin America, Asia, Europe, Africa, and the Middle East or on policy and regulatory issues involving global markets
- Access to exporting companies through outreach, networking and visits
- Outreach promotion of global industry trade events and conferences
- Learn the major aspects of exporting and trade promotion
- Learn resources of government assistance for exporters.
- Potential to attend workshops and seminars
- Database management

Student Volunteer Contact Information

The U.S. Commercial Service in Austin is located downtown. If interested, contact: Karen C. Parker, Director, 512/916-5939, Karen.Parker@trade.gov