

## **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](mailto:Karen.Parker@trade.gov)