

Vacancy: SUSTA International Trade Assistant

As of April 2015

The International Trade Division at the Georgia Department of Economic Development has an immediate opening for a paid, part-time, International Trade Assistant. This position is funded by a grant from the Southern US Trade Association. Applicants must be enrolled in college or have received a relevant degree within the past year. This internship will last up to six months. Applicants must be able to work up to 20 hours per week. The hourly wage is \$10.00 or course credit (no benefits).

About SUSTA:

The Southern United States Trade Association (SUSTA) is a non-profit agricultural export trade development association comprised of the Departments of Agriculture of the 15 southern states and the Commonwealth of Puerto Rico. Since 1973, its programs and services have assisted exporters of high-value food and agricultural products. For more information please visit: www.susta.org.

Responsibilities:

- Perform research on potential international markets for Georgia exporters, market-trends, trade policies, commodity reports, and other research related to the agricultural industry
- Prepare briefing materials for incoming buyers regarding Georgia food and agriculture suppliers
- Assist with the creation of industry-specific international marketing materials
- Stay up to date about state, federal and international trade organizations' programs and policies
- Provide support for export seminars and trade promotion events
- Database entry for results measures
- Light clerical
- Additional duties as assigned

Qualifications:

- Open to Juniors, Seniors & Graduate Students with a minimum GPA of 3.0 on a 4.0 scale
- Majors preferred: Agriculture Sciences, International Business, International Relations, or Marketing
- Computer proficiency: Microsoft Office (Excel, Word, PowerPoint) & extensive Internet research
- Required skills: Analytical research & writing, outstanding customer service skills, excellent written and verbal communications, extremely organized, dependable, self-initiative, and detail-oriented
- Desired skills: Foreign language, event planning and management experience, and demonstrated ability to cold-call to recruit companies for events

To Apply:

Submit resume or CV and cover letter to sjafar@georgia.org. *Specify "Intern Vacancy" in the email 'Subject' line. The position will be filled as soon as a qualified candidate is found (no phone calls, please)

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