**Business Unit/Office/Group:**
Import Administration/AD/CVD OPERATIONS

**Length:**
Summer 2012

**Assignment Overview:**
Gain valuable insight into one of the most critical aspects of U.S. trade enforcement by assisting in the conduct of an antidumping ("AD") or countervailing ("CVD") duty investigation, review, or other AD/CVD related project. Work as a key part of a skilled, knowledgeable team, dedicated to ensuring that U.S. companies and workers are not disadvantaged by unfair trade. For more information on Import Administration, see [www.trade.gov/ia](http://www.trade.gov/ia).

**Assignment Duties/Responsibilities:**
Work on various aspects of antidumping and/or countervailing duty cases. This work includes, but is not limited to:
1) Identifying and analyzing unfair trade complaints brought on behalf of U.S. industry;
2) Reviewing and summarizing arguments submitted by counsel representing both sides of a given issue;
3) Working as part of an integrated, IA team with experts from other offices to develop the Department's position;
4) Learning additional key skills including preparing court records, drafting briefing materials, letters to interested parties, memoranda to the file regarding meetings held with outside parties or placing public information on the record, decision memoranda and Federal Register notices announcing/explaining our decisions to the public;
5) Creating internal databases and/or other products to assist and improve upon work flow;
6) Researching a case issue and/or potential surrogates to value factors of production using World Trade Atlas or other public sources;
7) Conducting qualitative and quantitative analyses of submissions from responding companies and drafting deficiency questionnaires; and
8) Calculating components of an antidumping or countervailing duty margin.

**Knowledge/Skills/Abilities/Experiences Required:**
The applicant for this internship must possess good analytical and communication (written and oral) skills; have a basic working knowledge of international trade; good interpersonal skills - be able to work as part of a team and accurately convey various viewpoints on issues, both in written and oral format; basic computer skills and familiarity with Word and Excel; ability to conduct research and relay research results to the team; be a self-starter (highly motivated and interested), capable of working independently, and providing deliverables by established deadlines; be flexible, able to handle multiple concurrent assignments as our work varies from day-to-day and moves at a fast tempo; and be a quick learner.

**Contact** Nancy Decker or Scot Fullerton with questions: [Nancy.Decker@trade.gov](mailto:Nancy.Decker@trade.gov) or [Scot.Fullerton@trade.gov](mailto:Scot.Fullerton@trade.gov)

**See also** [http://www.trade.gov/hrm/unpaidstudentinternships.pdf](http://www.trade.gov/hrm/unpaidstudentinternships.pdf) for general information on ITA internships.
ITA Student Volunteer Internship Program

The International Trade Administration (ITA) is now accepting applications for the Student Volunteer Internship Program in Washington D.C. This opportunity will provide valuable hands-on experience for students interested in working on international trade issues. Selected participants will work in one of the five units within ITA. To learn more about ITA, please visit www.trade.gov.

Duties:

Intern duties will vary by the specific office in which they are assigned. Duties may include researching and analyzing regulatory, trade, and investment issues; helping prepare briefing papers, memos, and other materials for senior officials; preparing responses to internal and external clients; and/or tracking deadlines and upcoming trade events.

Basic Qualifications:

All applicants applying to participate in ITA’s Student Volunteer Internship Program must meet the following requirements:

1. Must be a United States citizen.
2. Must be enrolled as a degree-seeking student in an accredited four-year or graduate program.
3. Must be in good academic standing, maintaining a cumulative GPA of 3.0 or higher.
4. Must have completed at least 60 hours in a four-year program prior to entry on duty.

In addition to meeting the basic qualifications required, ITA also seeks students who:

- Work well in a team environment.
- Have very strong communication skills and are detailed oriented.
- Have a working knowledge of computer applications such as Microsoft Word or Microsoft Excel.
- Have excellent writing, reading, and interpersonal skills.
- Can simultaneously organize a variety of assignments and meet tight deadlines.
- Have international experience studying, traveling, or working abroad (experience is strongly desired, but not required).
- Speak a foreign language (desired, but not required).
How to Apply:

1. Please submit your documents in a Microsoft Word or PDF attachment. A complete application will consist of the following three documents. You must attach all submissions in separate word or PDF documents. We do not accept cover letters in the body of an email.
   - A cover letter
   - A resume
   - Your most recent unofficial or official transcript

   Please do not include your social security number on any of the documents you submit.

2. Please submit your application to unpaidstudentinternship@trade.gov. Your entire application must be submitted by midnight on the due date:
   - Summer: March 30th
   - Fall: July 30th
   - Spring: November 30th

Internship Coordinator:

Lesley Nichols
International Trade Administration
U.S. Department of Commerce
Office of Strategic Resources, Room 2006
14th & Constitution Ave., NW
Washington, D.C. 20230

To learn more about our program and how to apply, please visit: