

STATE OF SOUTH CAROLINA - EUROPE OFFICE
SUMMER INTERNSHIP 2017

I. INTRODUCTION & PROCEDURE

Location: Munich, Germany

Dates of Internship: May/June/July 2017

Time Commitment: 8-12 weeks; 40 hours per week

Supervisor: Managing Director

Application Package:

- 1) Detailed Cover Letter (Delineating why this internship is of interest – 2 pages)
- 2) Detailed Resume
- 3) Copy of a degree audit (as official verification of the applicant's course work and GPA)

Timeline:

- Complete applications must be received (by e-mail) no later than January 13th, 2017
- Short listed candidates will be invited to interview (virtually or in person) and a final selection will be made by no later than January 31st

Financial Support:

- Roundtrip airline ticket will be provided
- Monthly lodging allowance of up to €500
- Public transportation pass will be provided
- Monthly stipend of € 400

II. THE EUROPE OFFICE:

The **State of South Carolina Europe Office** is the European subsidiary of the South Carolina Department of Commerce. As a Cabinet Agency of State Government, the Department of Commerce is South Carolina's lead economic development body, working to promote prosperity and opportunity for industry, and the citizens of South Carolina.

In this capacity, the Europe Office assists European based companies establish a presence or expand operations in the United States and South Carolina, by recruiting Foreign Direct Investment through a consultative project management process. Serving both new to market and existing companies, we proactively market South Carolina as a business destination, support international trade through export development, and assist our economic development allies and academic institutions in their Europe-focused activities.

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III. RESPONSIBILITIES

Beyond day to day operational tasks, the primary focus of this internship will be to support the 2017 Paris Airshow “Le Bourget”. As a major element in our marketing calendar, the successful candidate will be directly involved in all elements of the mission, from early stage planning to working the stand with our State delegation at the show, and follow-up after the event.

Key Activities:

- Actively participate as a member of the Europe Office team
- Assist with the preparation and execution of the 2017 Paris Air Show
- Assist with other Europe Office events and missions
- Research and outreach on European companies
- Perform other duties as assigned

IV. QUALIFICATIONS

- Good understanding of South Carolina’s business climate and landscape
- Ability to work in a small and highly energetic team
- Willingness to travel and work on a flexible schedule
- Computer literacy (MS Office Suite)
- Basic research skills
- Well-developed organization skills with a solid orientation to detail
- Strong communication skills, and confidence to interact with high-level executives
- Proficiency in a European language; (French, German, Swedish etc. is advantageous)
- Strength of character (self-starter in a foreign country)
- Ability to obtain accommodation in Munich (limited assistance will be provided)
- Must be enrolled in a Fall 2017 Semester (Undergraduate or Graduate program)

IV. CONTACT INFORMATION

Please send your complete application package by January 13th, 2017 to:

Ms. Debora Kuder

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