

TEMPORARY INTERN ANNOUNCEMENT

The Oklahoma Department of Commerce is accepting resumes for the position described below. Applicants should apply in writing to: Oklahoma Department of Commerce, Human Resources-Research Intern, 900 N. Stiles Ave., Oklahoma City, OK 73104, or via email to recruiter@okcommerce.gov.

Anyone interested in being considered must submit a resume, cover letter and a list of reference sources. Review of applications will begin immediately. **Deadline is September 23rd, 2016.**

POSITION:	Research Intern
DIVISION:	Research & Economic Analysis Services
SUPERVISOR:	Jon Chiappe
LOCATION:	Oklahoma City
SALARY:	\$10-15/hour; not to exceed 1000 hours before June 30, 2017
JOB NUMBER:	J-658

Note: this position is a temporary paid position and does not constitute employment with the Oklahoma Department of Commerce

RESPONSIBILITIES:

- Prepare and maintain industry directories, and databases which includes making phone calls to companies and ensuring accuracy of the information contained in the directories.
- Assist with strategic and competitive business intelligence research, analyze issues, and assess opportunities in companies, markets, and industries.
- Conduct economic development policy research, and analyze precedent and alternative policies on state and federal levels.

KNOWLEDGE AND SKILLS:

Must be self-directed and have excellent analytical, quantitative and writing skills. Required skills include the ability to synthesize, summarize and communicate information from a variety of sources; and good oral communication and interpersonal skills. Must have knowledge of research principles as well as a familiarity with sources of statistical data on state and national levels. Must be skilled in Microsoft Excel.

EDUCATION AND EXPERIENCE:

Ideal applicants should have at least 3 years of academic study in the areas of economics, business administration, finance or a similar degree field. College students with a degree in economics, business administration, or a similar field are preferred.

AA/EEO