

TEMPORARY INTERN ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Anyone interested in being considered must submit a resume, cover letter and a list of professional reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **Deadline is Wednesday, January 31st, 2018.**

POSITION: Research Intern
DIVISION: Research & Economic Analysis Services
SUPERVISOR: Jon Chiappe
LOCATION: Oklahoma City
SALARY: \$14-16/hour; not to exceed 999 hours before 1 year of hire date.
STANDARD HOURS: 30 hours maximum per week
JOB NUMBER: J-672

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 comparative 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, geography, demographics or a similar degree field. College students pursuing a degree in economics, business administration, geography, demographics or a similar field are preferred.

AA/EEO