

Research Internship

The Arizona Commerce Authority (ACA) is seeking four interns to join its team in downtown Phoenix this summer. These are paid, part-time positions (20-25 hours per week) that are expected to begin in May and conclude in July. Hours must be completed at ACA during regular business hours, though ACA can be flexible about scheduling.

As the premier economic development agency in Arizona, ACA strives to strengthen Arizona's economy by recruiting out-of-state businesses, growing existing Arizona businesses and supporting young businesses in key industries within Arizona. These key industries include aerospace and defense, technology and innovation, renewable energy, bioscience and health care, optics and photonics, advanced manufacturing (semiconductors, medical devices, etc.) and advanced business services (finance, insurance, data centers, etc.). ACA is overseen by a public-private board of directors that includes Arizona business leaders, elected officials and university presidents and is chaired by Arizona Governor Doug Ducey.

Job Description

Qualified candidates will use primary and secondary sources to gather and verify data about U.S. businesses in Arizona's key industries, including general company information, leadership and contact information. Qualified candidates will be able to work quickly and efficiently without compromising attention to detail.

Qualifications

Qualified candidates will be:

- Highly skilled in conducting internet searches for information about companies and able to distinguish credible from non-credible sources.
- Highly skilled in using Microsoft Office, particularly Excel, to sort, filter and standardize data. Candidates must be able to write formulas and merge duplicate entries in Excel.
- Able to communicate professionally both verbally and in writing and comfortable contacting companies by telephone and email to obtain information.
- Able to work collaboratively, but also to complete assigned tasks independently.
- Able to work on more than one project at a time, often on tight deadlines.
- Extremely thorough and detail-oriented.

Professional experience (including internships) in business-related research in the public or private sector is high desirable.

Familiarity with a Bloomberg terminal, Salesforce, iSell, CB Insights and similar data products is preferred, but not required.

Preference will be given to graduate students in an applicable field, but undergraduates also are welcome to apply.

Contact Shawn Neidorf (Director, Research) with questions about the position at shawnn@azcommerce.com.

Application instructions

To apply for this internship, please send the following documents (in Word or PDF format) by email to Kimberly Barzar (ACA Director, Human Resources/Procurement) at kimb@azcommerce.com:

- Your resume.
- A cover letter highlighting your qualifications for this position that includes a description of a research challenge you have successfully tackled as part of your academic or professional duties. This can include a difficult question you were able to answer, an occasion when you had to compile data or create a database, a complicated project you completed by the deadline, etc.

Submissions will be considered as they are received. **Submissions that do not include all requested documents will not be considered.**