



RESEARCH INTERN

RevAZ, the manufacturing centric program of the Arizona Commerce Authority, is seeking two research interns to join its team in downtown Phoenix. These are paid, part-time positions (20-25 hours per week) that will begin as soon as possible and are anticipated to conclude on or before December, 2016.

The ACA's mission is to grow and strengthen Arizona's economy and facilitate the creation of quality jobs in the state by supporting and attracting businesses in targeted, high-value base sectors. The RevAZ program was created through a partnership between the ACA and federal funding from NIST Manufacturing Extension Partnership (MEP). The sole objective of the RevAZ team is to help Arizona manufacturers, specifically small to medium companies, to become more successful businesses.

Job Description

Interns will build a database of Arizona manufacturing companies with key data attributes, including company name, address, key contacts and contact information, industry focus, and other relevant information. Project focus will be on combining multiple existing databases, eliminating duplicate records, and validating data using a variety of existing lists, websites, search engines, and other research tools. Interns must be able to work quickly and carefully.

Qualifications

A qualified applicant must:

- Be highly skilled in conducting internet searches for information about companies, using publicly available sources.
- Be highly skilled in using Microsoft Word and Excel.
- Be skilled in Microsoft PowerPoint.
- Have strong written and verbal communication skills, including oral presentation and telephone skills.
- Be able to work collaboratively, but also to take control of an assignment and see it through to completion independently.
- Be able to work on more than one project at a time, often on tight deadlines.
- Be extremely detail oriented.

Professional experience (including internships) in business-related research in the private sector is preferred.

Familiarity with a Bloomberg terminal and Salesforce/iSell would be a plus.

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

Contact Dave Garafano with questions about the position at davidg@azcommerce.com.



Application instructions

To apply for an 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 that highlights your qualifications for the position and 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 found the answer to or a complicated project you completed on deadline, etc.
- One or two writing samples of no more than 500 words apiece. These should demonstrate your ability to synthesize and organize factual information. Include a description of no more than one paragraph for each writing sample, describing the origin of the sample and its audience. (Note: The description does not count toward the 500 word limit.)

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