



Internship Opportunities with the Office of the United States Trade Representative (USTR) in Beijing, China

The Office of the U.S. Trade Representative (USTR) is responsible for developing and coordinating U.S. international trade, commodity, and direct investment policy, and overseeing negotiations with other countries (www.ustr.gov). The head of USTR is the U.S. Trade Representative, a Cabinet member who serves as the president's principal trade advisor, negotiator, and spokesperson on trade issues. USTR is part of the Executive Office of the President. Through an interagency structure, USTR coordinates trade policy, resolves disagreements, and frames issues for presidential decision. USTR officials also meet with governments, business groups, legislators and public interest groups to gather input on trade issues and explain the president's trade policy positions. The agency was founded in 1962 and has offices in Washington, Geneva, Brussels and Beijing. The addition of the Beijing office in 2007 demonstrates the growing importance of U.S.-China trade relations.

USTR Beijing Internship Program

The student intern program at USTR in Beijing is a volunteer (unpaid) program where qualified undergraduate, graduate and law students gain knowledge and experience on U.S. trade policy and China trade and commercial issues, working directly with the Minister Counselor for Trade Affairs at the U.S. Embassy in Beijing. Assignments range from research, analyses, statistics, briefing materials, report preparation, senior official visit and meeting logistical planning, and correspondence drafting. Internships are for periods of three months or longer.

Requirements

Students at the undergraduate and graduate levels are eligible. Preference is given to students who already possess academic or other experience in China trade, commercial, or business issues; as well as Mandarin language skills. Students are required to submit a resume, writing sample, and a letter stating period of availability. Each resume must include date and place of birth, social security number, current address, and telephone number. ALL APPLICANTS MUST BE UNITED STATES CITIZENS. Applicants selected for the program will be required to pass a background security check.

Application Process

USTR is offering this internship in cooperation with the Department of Commerce's U.S. Commercial Service. Applicants should apply by following the instructions on the following website: [Beijing Internship Opportunities](#).

The same conditions apply as for the Commercial Service program. Please clearly note your interest in an internship with USTR. Questions may be addressed to the U.S. Embassy in Beijing's internship coordinator, Ms. Jiali GAO at Jiali.Gao@trade.gov.

Please note that all travel, housing and living expenses are the sole responsibility of the individual. USTR does not reimburse for any expenses, including travel, housing and living expenses, connected with this position.