

MARYLAND STATE GOVERNMENT INTERNSHIP DESCRIPTION

**Maryland Office of Tourism
Tourism Research Intern
Ongoing Internship**

The following opportunity is a paid student internship. This internship is an excellent opportunity for students who desire hands-on experience with professional-level public service work, and for State Government agencies looking for exciting, new talent. To apply for this internship, please call or email the designated contact person identified in this description.

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| Agency Coordinator Name or Recruiter and Phone Number | Rebecca Goldman, Research Manager 410-767-6285, rgoldman@visitmaryland.org (email preferred) |
| Department/Division | Department of Business and Economic Development Division of Tourism, Film & the Arts Maryland Office of Tourism Development |
| Work Location: Street Address Phone Number | Maryland Office of Tourism Development World Trade Center 401 East Pratt Street, 14 th floor Baltimore, MD 21202 |
| Estimated Start Date and End Date Days, # Hours per Week Pay (if Paid) | To align with college semesters 10-20 hours per week Potential for hourly wage, based on experience/year in school |
| Projects and Duties Description (How will the intern help your agency?) | Samples: <ul style="list-style-type: none">• Research assistant on research projects concerning tourism to the State of Maryland• Collecting, inputting and analyzing primary and secondary data• Writing original content for talking points, fact sheets, newsletters, and memos• Reviewing and editing reports |
| Intern Requirements (Knowledge, skills, and abilities) | <ul style="list-style-type: none">• Enrollment in an institution of higher learning, must be a junior or senior undergraduate, graduate student preferred.• Strong computer skills in Microsoft applications including Word, Excel, and PowerPoint a must.• Excellent written and verbal communication skills• Proven analytical skills• Strong organizational skills with ability to multi-task and/or prioritize• Knowledge of database management and data manipulation techniques a plus. |
| Preferred Fields of Study (i.e., Finance, Business/Public Administration) | Graduate level study preferred. Preferred majors: Statistics, business management, market research, public policy, public administration, economic development, tourism and hospitality |
| Designated Contact: To apply, send resume and recent transcript to: | Name and Title: Rebecca Goldman, Research Manager Street Address: Maryland Office of Tourism Development, World Trade Center 401 East Pratt Street, 14 th floor, Baltimore, MD 21202 Phone Number: 410-767-6285 Email Address: rgoldman@visitmaryland.org |