Governor’s Office of Economic Development

Internship for the Governor’s Office of Economic Development

**Open to Seniors and Grad Students with an interest in politics and economics, and to those with a proven track record of academic excellence**

The Governor’s Office of Economic Development is seeking an Intern to work in coordination with staff in our Southern Nevada Office.

The Intern will provide assistance to our Las Vegas staff by:

- Researching information from internal and external sources
- Generating written correspondence between local and foreign government entities
- Providing customer service with politeness, respect and understanding when dealing with constituents, both in person and over the telephone
- Community Outreach and assisting with meetings or events outside of the office
- Performing administrative duties in support of GOED staff such as:
  - Maintaining records and files
  - Data Entry

Qualifications

- Proficient knowledge of Microsoft, specifically, Excel, Word and Outlook
- Work Independently and with a team, following GOED staff direction
- Initiative to seek out additional tasks and responsibilities daily from GOED staff
- Attention to detail and accuracy
- Adaptability and stress tolerance with a positive attitude
- Maintain positive working relationships with colleagues in Governor’s Office of Economic Development

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please contact Professor Parker for details: parkers@unlv.nevada.edu