

Exciting Technical Marketing/Sales Internship Opportunity for a Highly Motivated Student!

Nu-Trek, a small, high-tech defense contractor, that develops parts for satellites and missiles has an internship opportunity for a bright, highly motivated, business student with an interest in science and engineering or engineering student with an interest in business. In this position you will be part of Nu-Trek's business development team and will assist with market research, preparation of marketing materials, proposal coordination and preparation, and related tasks.

The business development team is responsible for the following tasks:

- Performing market research to better understand Nu-Trek's business options, the competitive landscape, as well as to support the preparation of proposals. This includes organizing the information into marketing reports.
- Assisting with the preparation of marketing materials. This includes the preparation of figures and text as well as formatting the final documents.
- Support proposal preparation. This includes activities such as performing supporting research, scheduling telecons with topics authors and collaborators, obtaining all required input, preparation of figures, editing the final proposal, etc.
- Scheduling and supporting business development activities.
- Providing business support to ongoing programs.
- Performing various office tasks as needed.

Job requirements include:

- Business student with an interest in science and technology, or engineering student with an interest in business.
- Excellent verbal communication skills.
- Excellent writing ability. This includes the ability to prepare lengthy documents with large numbers of figures.
- Intermediate knowledge of Microsoft Word, Excel, Power Point, and Outlook.
- Must be very accurate, with high attention to detail.
- Must be self-motivated with the drive to complete tasks in a timely manner.
- Able to work well independently and with others.
- Only applicants with GPA of 3.5 or above will be considered.
- Job experience is highly desirable.
- U.S. citizenship.

You will be working 10-20 hours per week. Pay is \$10-\$15 per hour depending on education and relevant work experience.

Please provide the following via email:

- Resume.
- Cover letter with the following information:
 - Discussion highlighting what makes you a good fit for the job.
 - Grade point average.
 - Availability and number of hours you would like to work.
 - Anticipated graduation date.
 - Residency status (U.S. citizenship is required).

No solicitations or phone calls. Please send resume and cover letter to Jezer Balangcod, jezer.balangcod@nu-trek.com.