

The Hampton Roads Alliance is seeking a fall intern to join its Business Intelligence department. The Alliance is a public-private partnership which serves as a primary economic development organization for international and domestic companies considering the Hampton Roads region for business expansion or relocation. Through this internship, a student will have the opportunity to be exposed to a professional environment through interactions with staff and our key stakeholders, as well as opportunities for academic growth through written and oral communication.

The selected individual will work primarily with the Alliance's Vice President of Business Intelligence & Communications, and Director of Business Intelligence. They will play a valuable role in helping to recruit and retain businesses in Hampton Roads by compiling compelling data about the region's business environment. The ideal candidate should have strong research and writing skills. A background in economics, statistics, and/or business administration is preferred.

This internship is made possible through the Alliance's partnership with Old Dominion University's Strome College of Business and is open to all current Strome College of Business students.

Responsibilities will include, but are not limited to:

- Assist the business intelligence team in researching the business environment of Hampton Roads
- Collect necessary statistical and demographic data for marketing collateral
- Research prospective businesses and assist in answering their requests for information
- Work with the communications department to publish data in relevant publications
- Assist in website management and upkeep

Preferred Skills:

- Strome College of Business Student
- Minimum 3.0 GPA
- Strong written and oral communication skills
- Experience in research and work with statistical data
- Proficient in Microsoft Office Suite
- Strong organizational skills with the ability to prioritize and multi-task under minimal supervision

The internship will begin in early September and run through mid-December. Interns will be expected to work 15 hours per week. This is a paid internship through a federal work study with Strome College of Business. If selected for the internship, student's eligibility will be confirmed through ODU's Career Development Services.

Currently, Alliance staff is teleworking as a result of the COVID-19 pandemic. This internship will be remote work to start, but may move to a traditional office environment later in the fall if it is considered safe. The Alliance will gladly provide equipment (laptop, printer, etc.) for the duration of the internship if needed.

To view and apply for this internship, ODU students should log into their Careers4Monarchs account at <https://connect.purplebriefcase.com/SSO/saml.php/9e232155>. All questions should be directed to Career Development Services at [cgs@odu.edu](mailto:cds@odu.edu) or 757-683-4388.