



**Martin O'Malley**  
*Governor*

**Anthony G. Brown**  
*Lt. Governor*

**Christian S. Johansson**  
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*Deputy Secretary*

## **Secretary's Fellowship Program**

Maryland Department of Business and Economic Development (DBED)

### ***Overview***

The Maryland Department of Business and Economic Development (DBED) is seeking candidates for its first class of **Secretary's Fellows** for the Secretary's Fellows Program (SFP). The Program will draw from the best and brightest students across Maryland colleges and universities interested in gaining exposure to and experience in public governance and policy, especially as it relates to business and economic development.

Contributing to the Department's effort to create, attract, and retain jobs in Maryland, each fellow will have a chance to play an active role in the agency's day-to-day functions. DBED business units currently accepting fellows include:

- Business & Enterprise Development (includes Office of the Assistant Secretary, Business Development, Business Services, International Investment & Trade, Military & Federal Affairs, and Financing Programs)
- Tourism, Film and the Arts
- Maryland Biotechnology Center

Candidates can apply for a part-time internship during the fall or spring semester (20 hours per week), or for a two-month full-time internship during the summer (40 hours per week). The above hours are guidelines; alternative arrangements can be made if convenient for both DBED and for the candidate. Two fellowship positions are available per semester/summer. An hourly stipend of \$8 to \$10 per hour will be offered, commensurate with education and experience.

### ***Eligibility***

To qualify, applicants must:

- Be enrolled as a student in or be a recent graduate of an undergraduate or graduate program in a related major;
- Hold a minimum 3.0 grade point average;
- Be well-versed in Microsoft Office (Word, Excel, Access, PowerPoint)
- Exhibit excellent written and oral communication skills;
- Be an independent self-starter;
- Have one year of working in a business environment (preferred).

### ***How to Apply***

Students should apply by submitting a resume, cover letter, and brief writing sample (3-5 pages) to [lgoray@choosemaryland.org](mailto:lgoray@choosemaryland.org). Please be sure to indicate your hours of availability, as well as your top three DBED business units of interest. A brief description of each unit can be found on the next page.

**Application deadlines are:** August 1 (fall semester), December 1 (spring semester), and March 30 (summer).

## ***DBED Business Unit Descriptions***

- ***Business & Enterprise Development***
  - *Office of the Assistant Secretary:* Provides strategic guidance and direction to the Division of Business & Enterprise Development's 80+ staff. Functions include strategic planning, management of day-to-day operations, performance measurement and accountability, and the development and implementation of new initiatives.
  - *Office of Business Development:* Works to attract businesses to Maryland from across the country, and positions Maryland's existing companies for growth in the key sectors of clean technology and sustainability; science and healthcare; manufacturing and financial services; and security and information technology.
  - *Office of Business Services:* Retains and expands jobs by connecting Maryland businesses with workforce, business development, and advocacy resources, with a special focus on the regions of Southern, Western, and Eastern Maryland.
  - *Office of International Investment & Trade:* Works to stimulate foreign direct investment in Maryland, offers export assistance for small and mid-sized Maryland companies and coordinates international trade and investment missions and trade show opportunities.
  - *Office of Military & Federal Affairs:* Manages the State's job growth through the Base Realignment and Closure (BRAC) process, and assists in enhancing business opportunities through and the long-term viability of Maryland military installations and non-military federal facilities.
  - *Office of Financing Programs:* Identifies and provides financing and incentive-based solutions for economic development projects that maximize job creation, retention, and capital investment in Maryland.
  
- ***Tourism, Film and the Arts***
  - *Office of Tourism:* Works to influence visitors in targeted markets to plan a trip to Maryland, increasing the tax base of state and local governments. Includes projects with county and inter-agency partnerships and niche target market research.
  - *State Arts Council:* Supports artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens, and to promote statewide awareness of arts resources and opportunities including granting awards to not-for-profit, tax-exempt organizations for ongoing arts programming and arts projects.
  - *Film Office:* Works to attract film and video production to film on-location in the state of Maryland, as well as working with Digital Entertainment and Emerging Media companies in Maryland.
  - *Office of Sports Marketing:* Works to enhance Maryland's economy, image and quality of life through the attraction, promotion, retention and development of regional, national and international sporting events.
  
- ***Maryland Biotechnology Center:*** Consolidates and coordinates a host of state, university and private sector initiatives to better showcase and support biotechnology innovation and entrepreneurship in Maryland. Working closely with industry partners, the Center concentrates on activities that create new bioscience enterprises, sustain the growth of successful enterprises, and leverage Maryland's unique life sciences assets in the academic and federal sectors to advance Maryland as a global biotechnology leader. This effort is realized through four program areas: business development, workforce development, entrepreneur resource development, and federal resource connections.