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## Internship

Pandorus Intelligence, LLC has an opening for an unpaid internship assisting with open-source intelligence collection and related duties. The position is part-time, remote, and the hours are flexible.

### Qualifications

- Highly detail oriented; data-driven
- Proactive individual contributor with demonstrated desire to learn with others
- Willingness and ability to experiment with new tools
- Expert in all aspects of Microsoft Office Suite
- Ability to organize work efficiently and manage time effectively
- Must be currently enrolled in an undergraduate or graduate program
- Must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future
- Strong time management and organization skills
- Leadership and teamwork capabilities, interpersonal communication skills, and activities (professional, community, extracurricular)
- Strong written communication skills

### Responsibilities

Your responsibilities will include:

- Supporting open-source intelligence research
- Assisting in the creation of analytical reports
- Responding to ad hoc requests for information related to our strategic pursuits
- Ensuring the accuracy and quality of information collected
- Cultivating and sustaining relationships while collaborating with executive managers and other stakeholders
- Assisting in drafting documents for company-wide use

Those interested in applying should send a resume and cover letter to [info@pandorusintelligence.com](mailto:info@pandorusintelligence.com).