

LOCAL KNOWLEDGE. INTERNATIONAL OUTLOOK.

Student Assistant / Intern

International advisory · Organizational psychology · Venezuela



People. Culture. Business.

Learn by supporting the preparation of advisory materials.

INTERA Global Advisory is an international advisory boutique specializing in the human, cultural and organizational challenges of doing business in Venezuela. We advise companies, leaders and teams worldwide, with particular attention to clients from the United States and Europe.

YOUR MANDATE

- Investigate information and collect sources on leadership, organizations and the business environment, following specific team instructions.
- Prepare simple draft interview guides and questionnaires using templates; incorporate the team's corrections.
- Design and format supporting materials for programs, workshops and presentations using content and structures provided by the team.
- Organize interview notes supplied by the team, arrange data and prepare basic summaries with confidentiality.
- Review Spanish and English documents for formatting errors, incomplete references and inconsistencies; flag questions to the team.

WORKING ARRANGEMENTS

Student assistant role or internship, with study-compatible hours agreed with the team. Hybrid work by agreement. No direct client contact or independent project responsibility.

YOUR BACKGROUND

- Currently enrolled in Psychology, Organizational Psychology, Business Psychology, Business Administration or a related degree program.
- At the start of your career; no previous work experience required. Relevant academic assignments are welcome.
- Upper-intermediate to advanced English, especially for reading sources and supporting materials preparation; fluent Spanish.
- Strong interest in Venezuela's business environment and international collaboration; local knowledge is an advantage.
- Sound basic skills in documents, presentations and spreadsheets, with a willingness to learn new tools.
- Hands-on academic exposure to research or questionnaires is welcome but not required.
- Willingness to learn; organization, attention to detail, confidentiality and ability to follow instructions and ask for guidance.

We value curiosity and care. We offer practical experience, clearly scoped tasks and close guidance. The team reviews materials and retains responsibility for final deliverables.

How To Apply

Send your CV in English or Spanish, field of study and weekly availability, stating whether you seek a student assistant role or an internship:

EMAIL

contact@intera-advisory.com

WEB

intera-advisory.com