Budget Analyst Intern
U.S. Department of Health and Human Services

**Position Type:** Summer Internship, Internship (Fall or Spring Part-Time), Winter/January Term Internship, Co-op (Fall or Spring Full-Time)

**Desired Major(s):** All Majors

**Location:** Washington, District of Columbia (United States)

**Description:** The Secretary’s Budget Office of the Department of Health and Human Services (HHS) is seeking Budget Analyst Interns to work on the development and execution of the government’s largest budget for discretionary and entitlement programs.

The HHS Budget Office is a fast-paced, high-performing organization that manages high workload demands and meets short deadlines in support of the Secretary and the mission of HHS. Interns within the Office of Budget are given real responsibility handling multiple projects at once and are treated as professional staff.

Candidates should possess:
- Interest in the federal and congressional budget-making process;
- Strong computer skills, including some experience with shared information platforms;
- Strong analytical, written, and communication skills;
- Ability to work in a fast-paced environment and to respond quickly under pressure;
- Ability to work collaboratively in a team setting; and
- No previous budget experience or financial management expertise is required.

Tasks may include:
- Coordinating processes related to FY 2014, FY 2015, and FY 2016, including the production of the HHS component of the President’s Budget;
- Coordinating the collection and conducting analysis of budget information related to HHS programs and activities;
- Executing appropriations, continuing resolutions, transfers, across-the-board reductions, and sequestration.
- Drafting and communicating consistent and relevant budgeting guidance;
- Developing strong web-based communication tools for better internal and external messaging and coordination including integration of MAX
Federal Community, Data Collect, and Analytics;
• Interpreting and providing guidance on legislation, regulations, and executive-branch guidance;
• Preparing briefing materials and other work products for HHS leadership; and
• Developing and expanding office-wide databases and knowledge banks.

Interns will gain:
• Exposure to the Congressional budget and appropriations processes;
• Work with HHS and Office of Management and Budget professionals on budgeting materials;
• Opportunity to engage in health and human services policy and management issues;
• Experience working in a fast-paced, challenging environment;
• Ability to interact with legislative branch and executive branch decision-makers;
• Development of analytic ability; and
• Expand project management skills by working on various projects.

For information on HHS and the budget office: www.hhs.gov/budget.

Any student taking at least a part-time academic course load is eligible to apply. Full and part-time applicants will be considered. Preference will be given to applicants who can commit to at least 16 hours a week. This is an unpaid student volunteer position.

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<tr>
<th>Job Function:</th>
<th>Management/Administration</th>
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<tbody>
<tr>
<td>Desired Class Level(s):</td>
<td>Freshman, Sophomore, Junior, Masters Candidate</td>
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<tr>
<td>Duration:</td>
<td>Less than six months</td>
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<td>Approximate Hours Per Week:</td>
<td>Flexible</td>
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Fall 2014 International Program Intern  
Center for Economic & Policy Research (CEPR)

**Position Type:** Internship (Fall or Spring Part-Time)  
**Desired Major(s):** Arts and Humanities/Spanish Language, Literatures, and Cultures, Behavioral and Social Sciences/Economics, Journalism, Public Policy  
**Location:** Washington, District of Columbia (United States)

**Description:**  
Job Description: The Center for Economic and Policy Research is currently looking for a full-time International Program Intern for Fall 2014 (September 1st-December 19th). Responsibilities include assisting staff with research on upcoming papers and opinion pieces; organizing events with Latin American delegations, CEPR staff, and visiting academics; assisting in tracking and logging press mentions; as well as working on outreach to press, advocacy organizations, and Congress. The responsibilities vary based on their interests and experience, as well as the particular issues that CEPR is working on at the time. Interns will be able to attend relevant events around Washington, DC.

Stipend: $1,588.41 per month, plus up to $250 for health insurance reimbursement per month.

Closing Date of Position: June 6, 2014.

To Apply: Send cover letter, resume, and a brief (2 page) answer to the question “How can the US improve its foreign policy toward Latin America?” via email to internationalintern[at]cepr.net. No calls or faxes please.

Organization Description: The Center for Economic and Policy Research (CEPR) was established in 1999 to promote democratic debate on the most important economic and social issues that affect people's lives. It is an independent nonpartisan think tank based in Washington, DC. CEPR is committed to presenting issues in an accurate and understandable manner, so that the public is better prepared to choose among the various policy options.

CEPR is an ideal place to learn about current economic and global justice issues in a friendly, relaxed and fun environment. Work schedules are
CEPR is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status.

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<tr>
<th>Job Function:</th>
<th>Administrative/Support Services, Communication, Creative/Design/Multimedia, Research, Other</th>
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<tbody>
<tr>
<td>Desired Class Level(s):</td>
<td>Senior, Masters Candidate, Doctoral Candidate, Recent Grad (up to 3 years out), Alumnus/a (beyond 3 years out)</td>
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<td>Duration:</td>
<td>3.75 months</td>
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<td>Approximate Hours Per Week:</td>
<td>37.5</td>
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<td>Salary Level:</td>
<td>$1,588.41 per month, plus up to $250 for health insurance reimbursement per month.</td>
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<td>Qualifications:</td>
<td>We are looking for applicants with a general understanding of economics, international relations, and democracy issues, and an interest in economic justice. Previous research, data and/or outreach experience is extremely helpful; interns with strong economics or foreign policy experience (including Master’s degrees) will have the opportunity to engage in serious research, and those with strong organizing or outreach experience will have event management opportunities. The intern will need to be fluent in Spanish, including the ability to perform accurate written translations; able to work in a fast-paced environment with limited management; and be a self-starter and independent learner. Should have excellent writing and communications skills.</td>
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