### Position Type: Summer Internship

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

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

**Description:** The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the core institutes of the National Endowment for Democracy. Since 1983, CIPE has worked with business leaders, policymakers, and journalists to build the civic institutions vital to a democratic society. This internship is an opportunity to gain experience while supporting CIPE’s Knowledge Management program.

**Responsibilities:**
- Research and write blogs on topics related to democracy and market economy
- Compile and coordinate news and other content for an international network on free enterprise and democracy
- Attend events of interest in the Washington DC area
- Organize content for wikis
- Data entry duties for project catalogue, Intranet and other responsibilities as assigned

**Job Function:** Administrative/Support Services, Communication, Other

**Desired Class Level(s):** Freshman, Sophomore, Junior

**Qualifications:** Candidates should be enthusiastic about the role of private enterprise in international development, entrepreneurship, and democracy. We will consider undergraduate students with junior standing or above, who are pursuing a major in social science, international studies, or public policy. Preference will be given to graduate students. Strong research and writing skills are required. Flexibility to work in a fast paced office environment, ability to prioritize tasks and complete projects on time as well as willingness to learn new concepts are a must.
**Position Type:** Summer Internship  

**Desired Major(s):** Arts and Humanities, Behavioral and Social Sciences/Government and Politics, Business, Public Policy  

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

**Description:** The German Marshall Fund of the United States (GMF) strengthens transatlantic cooperation on regional, national, and global challenges and opportunities in the spirit of the Marshall Plan.

GMF does this by supporting individuals and institutions working in the transatlantic sphere, by convening leaders and members of the policy and business communities, by contributing research and analysis on transatlantic topics, and by providing exchange opportunities to foster renewed commitment to the transatlantic relationship.

In addition, GMF supports a number of initiatives to strengthen democracies. Founded in 1972 as a non-partisan, non-profit organization through a gift from Germany as a permanent memorial to Marshall Plan assistance, GMF maintains a strong presence on both sides of the Atlantic. In addition to its headquarters in Washington, D.C., GMF has offices in Berlin, Paris, Brussels, Belgrade, Ankara, Bucharest, Warsaw, and Tunis. GMF also has smaller representations in Bratislava, Turin, and Stockholm.

GMF seeks a highly motivated intern to work with the Europe Program, which aims to enhance understanding of the challenges facing the European Union and the potential implications for North America and the transatlantic relationship. The Program contributes to the European and transatlantic policy debate through analysis, research, and policy recommendations to help improve the political, economic, financial, and social stability of the EU and its member states. The Europe Program has an extensive work program which, should funding be provided, will focus on four key areas: integration and disintegration in the EU; the challenge of reconnecting Europe’s South; challenges in the EU’s neighborhood; and Germany’s role in Europe. It was launched in January 2014 and builds on the work of GMF’s EuroFuture Project.

The intern will report to the Europe Program team, and will interact with other members of staff, interns for other programs/projects, and Fellows. S/he will conduct research and provide administrative support for the Europe Program and GMF’s work on European affairs and
economics-related issues. The intern will also have the opportunity to participate in policy meetings at both GMF and external organizations, and may be asked to summarize key points for the program team.

The Europe Program summer internship is unpaid, but offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs.

Our office is in a Metro-accessible location, just blocks from Dupont Circle. GMF offers a stimulating, supportive work environment.

Key Areas of Responsibility:

• Conducting background research and writing internal memos for various projects;
• Providing administrative support to the Europe Program team;
• Gathering and organizing logistical information for events and seminars;
• Preparing talking points and preparatory materials for Fellows’ speaking and conference engagements;
• Providing event support (both planning and on-site logistical support); and
• Other duties to include database entry and administrative tasks.

Start and Length of Internship:

• Preferred date: May to September 2014 (exact date can be flexible if necessary)
• Preferred time commitment: At least 25 hours per week

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<tr>
<th>Job Function:</th>
<th>Administrative/Support Services, Research</th>
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<td>Desired Class Level(s):</td>
<td>Junior, Senior</td>
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Qualifications: Qualifications and Requirements:

• An undergraduate or graduate student pursuing a degree in international relations, political science, or economics. Recent graduates will also be considered.
• Fluency in English required.
• Excellent analytical and writing skills, as well as previous research experience.
• Excellent organizational skills combined with the ability to work well under pressure.
• Ability to work independently as part of a team.
• Ability to multi-task and support several small to medium-sized projects in addition to working on long-term research projects.
• Flexibility to handle diverse administrative tasks.
• Knowledge or interest in European affairs and
transatlantic policy issues.
Summer 2014 Intern, Foreign and Security Policy
German Marshall Fund of the United States (GMF)

Position Type: Summer Internship

Desired Major(s): Arts and Humanities, Behavioral and Social Sciences/Government and Politics, Business, Public Policy

Location: Washington, District of Columbia (United States)

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GMF’s Washington, D.C. office seeks an intern to join the Foreign and Security Policy (FSP) team. The FSP team oversees GMF’s regional programming in Europe, including many of the post-Soviet republics, Asia, the Mediterranean, and the Wider Atlantic.

The intern will work closely with senior GMF staff and provide event assistance and research, logistical and administrative support. The internship is a unique opportunity to be in direct contact with the senior international policy community. Interns can also benefit from the Washington foreign policy environment and attend various foreign policy related events. The intern will be working with a database system and will therefore be provided with database training.

The Foreign and Security Policy summer internship is unpaid, but offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs.

Our office is in a Metro-accessible location, just blocks
from Dupont Circle. GMF offers a stimulating, supportive work environment.

Key Areas of Responsibility:

- Assisting with program events schedule;
- Acting as internal point of contact for GMF staff and coordinate the external communication with meeting participants;
- Providing research and office support to FSP’s Senior Fellows;
- Maintaining contact information in a CRM database;
- Maintaining database integrity (duplicate checking, style guide consistency, etc.); and
- Completing administrative and logistical duties as assigned.

Start and Length of Internship:

- Preferred Start date: May 19, 2014 or June 2, 2014
- Preferred length of internship: 3 – 6 months depending availability of the individual

**Job Function:** Administrative/Support Services, Research

**Desired Class Level(s):** Junior, Senior

**Qualifications:** Qualifications and Requirements:

- Fluency in English. Second language skills are desirable but not necessary.
- Excellent written and oral communication skills.
- Proficiency with Microsoft Office (Word, Excel, and Outlook) is essential.
- Strong attention to detail and multi-tasking skills; and must be creative, organized, committed and responsible.
- Ability to take initiative and be a self-starter.
- Experience in event management a plus.
- Experience in database systems preferred.
- Strong interest in transatlantic policy issues.
- Good interpersonal skills and ability to work in a multicultural environment.
WHO WE ARE: The Office of Standards and Investment Policy (OSIP) develops and coordinates the Department of Commerce’s activities on trade-related standards and investment policy issues.

OSIP is the ITA liaison to U.S.-domiciled standards development organizations and to the American National Standards Institute (ANSI), a private sector group that administers the U.S. standards system. It also is the ITA lead on trade-related work in the International Organization for Standardization (ISO), and represents ITA on various ANSI groups that guide policy decisions on U.S. global standards engagement, including the ANSI ISO Council, the ANSI International Policy Committee, and the Consumer Policy Committee. Additionally, OSIP is the ITA lead for cross-cutting and sectorial regulatory cooperation and good regulatory practice issues:

1) with U.S. trading partners, including Canada, Mexico, Brazil, and India;
2) in international and regional organizations such as the Organization for Economic Cooperation and Development, the Asian Pacific Economic Cooperation Forum (APEC), and the Association of Southeast Asian Nations (ASEAN); and
3) in the Trans-Atlantic Trade and Investment Partnership (T-TIP) negotiations with the European Union.

As standards are the number one (#1!) non-tariff barrier facing U.S. companies in global markets, OSIP’s work on these issues is a priority for ITA.

OSIP also is the ITA lead for: investment market-access issues; broad issues arising in the World
Trade Organization (WTO), including trade policy reviews of member countries and ministerial meetings; and administration of the U.S. Generalized System of Preferences (GSP) program for developing countries.

OSIP is led by an office director and is divided into two teams dealing with: 1) trade-related standards issues; and 2) investment market-access issues, select WTO issues, and overall GSP work, as described above. The Office reports to the Deputy Assistant Secretary for Trade Policy Analysis in the Industry and Analysis (I&A) unit of the International Trade Administration.

INTERN PROJECTS:

Standards Alliance: OSIP is assisting the Office of the U.S. Trade Representative and the U.S. Agency for International Development (USAID) implement the Standards Alliance, which was announced by USAID in 2012 as a new funding facility designed to provide capacity building assistance to developing countries to implement the World Trade Organization (WTO) Technical Barriers to Trade (TBT) Agreement. The main objectives of the program include:
- Increased understanding of WTO TBT principles;
- Implementation of the Code of Good Practice for the Preparation, Adoption and Application of Standards;
- Improved transparency in the development and/or modification of technical regulations; and
- More robust and transparent engagement with the private sector in standards development and use.

The intern will conduct research and support development of activities to implement the capacity building objectives of the Program.

Green Buildings: OSIP has been the driving force behind “green building” initiatives in APEC and ASEAN since 2011 and is seeking to expand this work to other regions, notably the Middle East, to help ensure that the global regulatory environment is friendly to U.S. exports. OSIP requires intern assistance to plan workshops to support this initiative on green buildings topics, such as building information modeling. Specifically, the intern will conduct research on green buildings issues and trends to be addressed at the workshops and help develop programs for
workshops with trading partners.

Food Safety: OSIP is an important partner with colleagues in I&A’s Office of Consumer Goods in administering the Food Safety Cooperation Forum Partnership Training Institute Network in APEC, for providing ITA comments on work in Codex Alimentarius, the United Nations food standards developer. OSIP also works on food standards issues in the International Organization for Standardization. The intern will assist with the implementation of the PTIN’s food safety capacity building work plan, work with the World Bank on the implementation of the Global Food Safety Partnership, and in reviewing Codex documents and providing comments to the U.S. Codex Office in the U.S. Department of Agriculture.

Trans-Atlantic Trade and Investment Partnership: OSIP serves as the ITA coordinator for sectorial regulatory cooperation in the ongoing T-TIP negotiations with the European Union. The intern will be engaged in research and review of background documents for negotiating sessions and related meetings, including with private sector stakeholders to seek their views on T-TIP issues.

Updating Online Reference Materials, and OSIP Presence on Internet and Internal Sites: OSIP supports industry analysts in I&A and country specialists in ITA’s Global Markets unit, which includes ITA’s country specialists and the U.S. and Foreign Commercial Service, including its Standards Attaches, to better understand standards and conformity assessment topics. The intern will work with OSIP staff to assess training materials and other resources to support these purposes. She/he also will work with OSIP staff to update OSIP’s external websites and internal/ITA Central sites to maximize their value to ITA stakeholders.

Intern Development Activities: The intern will attend hearings and meetings with intra and interagency colleagues and private sector partners to ensure that she/he is well informed of the context for the projects they are working on -- and to ensure that she/he gets the maximum benefit from their internship experience. Option to explore an issue area of skills building activity of the intern’s choice.

Transit reimbursement (round trip travel to and
Details: Work location is the Main Commerce building, 14th & Constitution Avenues, NW, Washington DC. Hours are (roughly) 8:30-5:00, Monday through Friday (although OSIP is happy to negotiate these hours with a prospective intern).

Contact: Renee Hancher, Standards Coordinator, Office of Standards and Investment Policy, Renee.Hill@trade.gov. 202-482-3493

| **Job Function:** | Consulting |
| **Duration:** | Summer |
| **Approximate Hours Per Week:** | 20+ |
| **Salary Level:** | Transit Benefits available |
| **Qualifications:** | Intern should have some training/class instruction on trade issues, although specific work on standards issues is not required. |
**Position Type:** Summer Internship

**Desired Major(s):** Behavioral and Social Sciences/Government and Politics, Business, Public Policy

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

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The Transatlantic Academy seeks a motivated intern to provide general support. The intern serves as a forum for a select group of scholars from both sides of the Atlantic and from different academic and policy disciplines to examine a single set of policy issues each year. The intern will provide research and office assistance to the Academy Fellows and Staff, as well as, participate in policy meetings at both GMF and external organizations.

The Transatlantic Academy summer internship is unpaid, but offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs.

Our office is in a Metro-accessible location, just blocks from Dupont Circle. GMF offers a stimulating, supportive work environment.

**Key Areas of Responsibility:**

- Assisting with event planning and execution;
- Attending policy meetings and summarizing key points
for the Academy team;
• Maintaining the Academy’s contact database;
• Researching relevant issues;
• Assisting with the management of the Academy’s budget;
• Maintaining the Academy website; and
• Other administrative tasks, as assigned.

Start and Length of Internship:

• Preferred starting date: May 19th or June 2nd
• Preferred time commitment: at least 30 hours per week and at least 3 months

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<td>Qualifications:</td>
<td>Qualifications and Requirements:</td>
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• Experience working with Microsoft Word and Excel.
• Experience working with Adobe Dreamweaver or Microsoft Publisher.
• Working knowledge of Drupal website content manager and HTML.
• Prior experience with Photoshop or equivalent software.
• Excellent analytical and writing skills.
• A genuine and enthusiastic interest in foreign policy and public opinion.
• Comfort working independently and as part of a team.
• Creativity, organization, and self-direction.
• German language skills a plus.