Research and Outreach Intern (Domestic Program), Summer 2014
Center for Economic & Policy Research (CEPR)

Position Type: Summer Internship

Desired Major(s): Arts and Humanities, Behavioral and Social Sciences/Economics, Computer, Mathematical, and Natural Sciences/Mathematics, Public Policy/Public Policy (GRAD)

Location: Washington, District of Columbia (United States)

Description: Job Description: The Center for Economic and Policy Research (CEPR) is currently looking for a full-time Summer 2014 Intern. The internship will start in late May and end in late August.

The intern will assist with a variety of research, outreach, and communications activities related to the U.S. economy and domestic policy. This may include outreach to the press, advocacy organizations and Congress, along with some research on upcoming papers and economic opinion pieces. Other tasks include communications duties such as generating website content and tracking CEPR’s appearances in the media.

The responsibilities of interns vary based on their interests and experience, as well as the particular issues that CEPR is working on at the time. Interns will have the opportunity 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: March 31, 2014.

To Apply: Send cover letter, resume, and your response to the following writing prompt via email to domesticintern@cepr.net.

“Clip one chart from a recent report or media story about some aspect of the economy and, in no more than 300 words, explain why you think the information displayed is important.” No telephone 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. In order for citizens to effectively exercise their voices in
a democracy, it is necessary that they be informed about the problems and choices that they face. An informed public should then be able to choose policies that lead to an improving quality of life, both for people within the United States, and around the world. Toward this end, CEPR conducts both professional research and public education so that the public is better prepared to choose among the various policy options. The professional research is oriented towards filling important gaps in the understanding of particular economic and social problems, or the impact of specific policies, both domestically and globally. The public education portion of CEPR’s mission is to present the findings of professional research, both by CEPR and others, in a manner that allows broad segments of the public to know exactly what is at stake in major policy debates. As part of its public education initiative, CEPR utilizes research findings and analysis to challenge the myths, assumptions, policies and institutions that perpetuate economic and social inequality.

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.

<table>
<thead>
<tr>
<th>Duration:</th>
<th>3 months</th>
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<tbody>
<tr>
<td>Approximate Hours Per Week:</td>
<td>37.5 hours</td>
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<tr>
<td>Salary Level:</td>
<td>$1,588.41/month, plus up to $250 for health insurance reimbursement per month.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>We are looking for a recent college graduate or graduate student for this full-time position. Applicants should have a general understanding of economics and domestic policy, and an interest in economic justice. Excellent writing and communications skills are required. Previous research, outreach, or media experience is helpful. The intern will need to be able to work in a fast-paced environment and should be a self-starter, independent learner, and will receive limited supervision.</td>
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</tbody>
</table>
Position Type: Summer Internship, Internship (Fall or Spring Part-Time)

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

Location: College Park, Maryland (United States)

Description: Optimal Solutions Group has an opening for an Intern in its Health Policy Research Center. The intern would assist senior researchers in a variety of research and analysis tasks including: collection and preparation of data from surveys and administrative information systems, performing basic analysis and coding of survey instruments, conducting literature searches, contributing to written reports and proposals, and providing general administrative project support. Must be able to work independently but also function effectively as a member of the project team.

Requirements and Qualifications: Strong analytical and quantitative ability required. Must have demonstrated problem solving skills, and demonstrated experience using large datasets. Facility with statistics and programming experience with statistical packages (such as SAS or STATA) is required. Must be able to effectively communicate problems and results, orally and in writing. Must be able to work independently and as a member of a team. Must be self-motivated and interested in data-driven public policy analysis.

Job Function: Research

Desired Class Level(s): Junior, Senior
Summer 2014 International Program Intern
Center for Economic & Policy Research (CEPR)

**Position Type:** Summer Internship

**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 Summer 2014 (June 1st-August 31st).

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: April 4, 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 flexible.

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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<thead>
<tr>
<th><strong>Job Function:</strong></th>
<th>Administrative/Support Services, Communication, Creative/Design/Multimedia, Research, Other</th>
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<tbody>
<tr>
<td><strong>Desired Class Level(s):</strong></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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<tr>
<td><strong>Duration:</strong></td>
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<tr>
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<td>at least $1,588.41 per month, plus up to $250 for health insurance reimbursement per month.</td>
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<td><strong>Qualifications:</strong></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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Summer 2014 Intern, Asia Program
German Marshall Fund of the United States (GMF)

Position Type: Summer Internship

Desired Major(s): Arts and Humanities/Chinese, Behavioral and Social Sciences/Economics, Behavioral and Social Sciences/Government and Politics, 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.

The Asia Program addresses the implications of Asia’s rise for the West—in particular, how Asia’s resurgence will impact the foreign policy, economic, and domestic challenges and choices facing the transatlantic allies—through a combination of convening, writing, strategic grants, study tours, fellowships, partnerships with other GMF programs, and partnerships with other institutions. The intern will benefit from exposure to GMF’s network, its high level events and interactions with various policy actors. Since the internship takes place in Washington, interns are often able to attend various related events on behalf of GMF staff.

The Asia 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:
• Assisting in the coordination of our mid scale convening activities, as well as small scale Washington based events; and
• Providing administrative and research support for the Asia program on issues pertaining to U.S. and European Asia policy.

Start and Length of Internship:

• Preferred starting date: May 19th or June 2nd
• Preferred time commitment: At least 25-35 hours per week, Monday–Friday between 9 AM to 5 PM.

**Job Function:** Research

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

**Qualifications:** Qualifications and Requirements:

• Excellent analytical, writing skills and previous research experience.
• Fluency in English is required; European or an Asian language is a plus.
• Excellent written and oral communications skills.
• Proficiency with Microsoft Office.
• Comfortable multi-tasking, and working independently and as part of a team.
• Must be an undergraduate or graduate student pursuing a degree in International Relations, International Development, Regional Studies, Economics or Security Studies.
• Previous experience in a think tank, foundation, NGO, government body, media outlet, or similar organization preferred.
• Strong interest in Asian security issues; a background in South Asian, East Asian or transatlantic security issues.
**Position Type:** Summer Internship

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

**Location:** Takoma Park, Maryland (United States)

**Description:**

**Policy Intern**
The Policy Intern will support SAALT’s policy advocacy work by:
- Tracking various policy issues – including immigration reform, profiling, post-9/11 backlash, voter suppression and language access, and gender equity
- Researching legal and policy issues to develop community education and advocacy materials
- Assisting with advocacy efforts with Congressional offices and administrative agencies
- Attending Hill briefings and coalition meetings

**Programs Intern**
The Programs Intern will promote the mission of SAALT’s community mobilization, partnerships, and leadership development work by:
- Providing support for program development and implementation, including research and writing
- Supporting program preparation involving conference calls, research, and planning for events around the country
- Assisting in community outreach, recruitment of event co-sponsors, and advertising for community events across the country

**Administrative and Development Intern**
The Administrative and Development Intern will support the following administrative and operational tasks:
- Organizing materials for board members, sponsors, partners, community members, and other key stakeholders
- Maintaining extensive digital and paper filing system and archives
- Managing phone and email communications for general inquiries and requests for information
- Coordinating SAALT calendars and intra-office communications
- Coordinating office and staff meetings, including scheduling, materials, meeting notes, and other appropriate logistics
- Maintaining the integrity of donor database including, but not limited to, data entry, gifts processing, and donation acknowledgements
- Coordinating mailings for donor communications
- Supporting SAALT events and fundraising activities, including logistical responsibilities
- Performing general administrative duties—such as filing, copying, faxing, mailing, reviewing correspondence, answering phones, maintaining office inventory—and other tasks, as needed

NOTE: All interns will provide additional support as needed.

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<th>Administrative/Support Services, Other</th>
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<td>Desired Class Level(s):</td>
<td>Freshman, Sophomore, Junior, Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 3 years out), Alumnus/a (beyond 3 years out)</td>
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<td>Duration:</td>
<td>10-12 weeks</td>
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<td>Approximate Hours Per Week:</td>
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<td>Salary Level:</td>
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</table>
**Summer 2014 Education Policy Intern**

**HCM Strategists**

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** Behavioral and Social Sciences/Government and Politics, Education/Policy and Leadership (GRAD), Education/Higher Education, Student Affairs, and International Education Policy (GRAD), Public Policy/Public Policy (GRAD)

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

**Description:** INTERNSHIP OPPORTUNITY – EDUCATION

HCM Strategists, LLC

Where: HCM Strategists, LLC
1156 15th Street, NW, Suite 850
Washington, D.C. 20005

When: Summer 2014; full or part time

About Us: HCM Strategists was founded on the belief that sound public policy drives progress. Innovation and creative ideas for improving the nation’s education and health find a foothold when embraced by state and federal decision makers. The resulting public policy ensures that good ideas spread boldly to effect change in our communities.

Achieving policy change in a reasonable time frame takes a combination of high-level government experience, a network of strong relationships, and the ability to find a fresh, creative approach to addressing the issues. When you can enlighten all participants by capturing their attention, finding common ground, and building strong alliances, success is within reach. For more information on our firm, please visit our website at www.hcmstrategists.com.

Qualifications: Graduate degree preferred, or currently enrolled in a graduate level program. Ability to translate and broadly communicate complex research, policy and legislation topics for a variety of audiences.

Responsibilities: Interns with HCM Strategists perform a variety of tasks that support our partners and staff in our legislative, media, research and policy, and administrative work.

Legislative tasks may include:
• Legislative research, including assembling information for clients related to federal or state-level education legislation;
• Monitoring federal legislative hearings and mark-ups, either on-line or in-person and writing synopses of proceedings for client updates;
• Compiling and assembling client briefing materials for Capitol Hill or Administration visits/meetings.

Media tasks may include:
• Monitoring education policy-related publications for relevant news stories, related to client interests and activities;

Research and policy tasks may include:
• Research on state and federal education activities;
• Assembling information on relevant topics as needed; and
• Attending meetings that may be of interest to clients and writing a synopsis.

Administrative tasks may include:
• Compiling and assembling information requested by clients, as necessary;
• Review of both client and HCM documents; and
• Assisting with general client meeting planning tasks.

HCM will gladly work with the student’s academic department to ensure the internship meets course requirements, which may earn the student course credit for the experience. Intern is responsible for furnishing HCM with details of the course requirements, in order to ensure the experience aligns with the required objectives.

Equal Opportunity Statement
HCM Strategists is an equal opportunity employer affording all employees and job applicants’ fair and equal treatment. HCM complies with the letter and spirit of all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on race, age, color, gender, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status, and disabilities.

Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, open-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.

To Apply:
Please send cover letter, resume and writing sample to intern@hcmstrategists.com with Summer 2014 Education Intern in the subject line or fax to (202)547-2224.

Your writing sample should include a policy position paper or a memo which outlines specific policy recommendations.

<table>
<thead>
<tr>
<th>Job Function:</th>
<th>Consulting, Education/Teaching</th>
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<tbody>
<tr>
<td>Desired Class Level(s):</td>
<td>Junior, Senior, Masters Candidate</td>
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<tr>
<td>Salary Level:</td>
<td>$500 per month</td>
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</table>
**Qualifications:** Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, open-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.
**Summer 2014 Graduate Health Policy Intern**

HCM Strategists

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<tr>
<th>Position Type:</th>
<th>Summer Internship, Internship (Fall or Spring Part-Time)</th>
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<tbody>
<tr>
<td>Desired Major(s):</td>
<td>Public Health/Public Health (MPH), Public Health/Health Administration (MHA), Public Health/Public Health Practice and Policy, Public Policy</td>
</tr>
<tr>
<td>Location:</td>
<td>Washington, District of Columbia (United States)</td>
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</table>

**Description:**

INTERNSHIP OPPORTUNITY – HEALTH

HCM Strategists, LLC

Where: HCM Strategists, LLC
1156 15th Street, NW, Suite 850
Washington, D.C. 20005

When: Summer 2014; full or part time.

About Us: HCM Strategists was founded on the belief that sound public policy drives progress. Innovation and creative ideas for improving the nation’s education and health find a foothold when embraced by state and federal decision makers. The resulting public policy ensures that good ideas spread boldly to effect change in our communities.

Achieving policy change in a reasonable time frame takes a combination of high-level government experience, a network of strong relationships, and the ability to find a fresh, creative approach to addressing the issues. When you can enlighten all participants by capturing their attention, finding common ground, and building strong alliances, success is within reach. For more information on our firm, please visit our website at www.hcmstrategists.com.

Qualifications: Minimum M.A., or currently enrolled in a M.A. program. Ability to translate and broadly communicate complex research, policy and legislation topics for a variety of audiences. Experience on Capitol Hill a plus.

Responsibilities: Interns with HCM Strategists perform a variety of tasks that support our partners and staff in our legislative, media, research and policy, and administrative work.

Research and Policy
- general and topic specific research for clients and partners
- compose briefing papers and legislative memos
- research on health care reform specific to how it impacts client’s areas of interest

Legislative
- attend hearings and briefings
- draft hill briefing memos
- track the hearing schedules of key committees to identify hearings of interest
• track requests for Congress member sign on to support legislation or other action
• outreach to congressional offices to promote attendance to briefings, roundtables, etc
• assist in scheduling meetings for partners, staff and clients on Capitol Hill, the Administration and government agencies

Media
• track news items relevant for clients

Administrative
• schedule meetings for clients, partners and staff
• arrange conference calls
• compiling and assembling client briefing materials for Capitol Hill or Administration visits/meetings

HCM will gladly work with the student’s academic department to ensure the internship meets course requirements, which may earn the student course credit for the experience. Intern is responsible for furnishing HCM with details of the course requirements, in order to ensure the experience aligns with the required objectives.

Equal Opportunity Statement
HCM Strategists is an equal opportunity employer affording all employees and job applicants’ fair and equal treatment. HCM complies with the letter and spirit of all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on race, age, color, gender, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status, and disabilities.

Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, open-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.

To Apply:
Please send cover letter, resume and two writing samples to intern@hcmstrategists.com with Summer 2014 Health Intern in the subject line or fax to (202)547-2224.

Please have one writing sample include a policy position paper or a memo which outlines specific policy recommendations.

**Job Function:** Consulting, Healthcare

**Desired Class Level(s):** Senior, Masters Candidate
Salary Level: $500 / month

Qualifications: Qualities Sought: Ability to work in high-paced environment, enthusiasm, commitment, ability to work well with others, interest in issue areas, open-mindedness, effective verbal and written communication skills, and a sense of humor.

Skills Needed: Proficient with Microsoft Office.
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<tr>
<td><strong>Desired Major(s):</strong></td>
<td>All Majors</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Washington, District of Columbia (United States)</td>
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<tr>
<td><strong>Description:</strong></td>
<td>The American Internationalism Project, co-chaired by former Senators Jon Kyl and Joseph Lieberman, seeks to forge a new, bi-partisan consensus on America’s future role in the world. The project explores aspects of America’s grand strategy, including defense, economics, and democratic values. Interns will primarily assist with researching dynamics that impact American foreign policy, and will attend think-tank events and Congressional hearings that pertain to the project. The ideal candidate will possess a strong academic record, professional demeanor, and a demonstrated interest in American foreign policy and national security. Strong organization skills, as well as a knack for writing concisely are required. Previous defense-related research experience would be helpful but is not required.</td>
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<td>Administrative/Support Services</td>
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<tr>
<td><strong>Desired Class Level(s):</strong></td>
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**Description:** Derek Scissors is a Resident Scholar at AEI, where he focuses on Asian economic issues, especially the Chinese and Indian economies and US economic relations with Asian countries. The Asian Economies intern will be responsible for researching and media monitoring of Chinese outward investment, fact-checking, and providing support for ongoing projects. Interested candidates should demonstrate a strong interest in Asian economics, the ability to conduct independent research, and strong analytic skills. Work ethic and attention to detail are highly valued. Ability to easily and quickly read Mandarin Chinese is required.

**Job Function:** Administrative/Support Services

**Desired Class Level(s):** Freshman
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<td><strong>Location:</strong></td>
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<td><strong>Description:</strong></td>
<td>The Critical Threats Project, led by Frederick W. Kagan, tracks and analyzes current and emerging challenges to American national security. The North Africa portfolio includes, but is not limited to, research on security developments in Algeria and Tunisia related to al Qaeda and associated movements. Interns will assist in conducting research on local security developments and will work in conjunction with other team members to produce analytical and data products for <a href="http://www.criticalthreats.org">www.criticalthreats.org</a>. Interested candidates should demonstrate strong writing and analytical skills and the ability to conduct independent research, as well as the ability to work within a team. Initiative, dedication to the project’s mission, work ethic, and creativity are highly valued. The ability to read and conduct research in Arabic and French is highly desired.</td>
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<td>Location:</td>
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<td>Description:</td>
<td>Resident Scholar Nicholas Eberstadt focuses on global demographic trends and economic development, with a current emphasis on China, India, and other developing nations. He also researches North Korea, poverty in the United States, foreign aid, and global health and mortality (especially HIV/AIDS and Alzheimer’s). Interns will do quantitative analysis, background research, fact-checking, and editing for articles and ongoing projects. Attention to detail and experience with Excel a must, experience with STATA highly desirable. Fluency in Mandarin Chinese preferred.</td>
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<td><strong>Description:</strong></td>
<td>Scholars within the economics department at AEI cover a broad range of issues including tax policy, the U.S. economy, the stock market, social security, and investments. Interns will assist the director of economic policy studies, Kevin Hassett, and his research team with a broad range of projects and topical areas. Primary assignments may include scholarly research, event and conference planning, and writing economic briefs. Candidates must have excellent writing, analytical, and research skills. Experience with Excel and Stata preferred.</td>
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</table>
**Position Type:** Summer Internship

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

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

**Description:** Resident Scholar Frederick Hess conducts research on school choice, education politics, school reform, and the history of the American education system. Current projects include higher education productivity, higher education performance by states, parental involvement in K-12 schools, K-12 school leadership, and digital learning. An intern in the education department will assist with ongoing responsibilities associated with AEI's Education Program, including research and editing, event planning, and administrative tasks. The ideal candidate will have strong research abilities, attention to detail, an interest in K-12 and higher education policy, curiosity and willingness to learn and explore the world of education policy, strong interpersonal skills, and the ability to multi-task and learn and adapt to a multitude of tasks, projects and research topics.

**Job Function:** Administrative/Support Services

**Desired Class Level(s):** Freshman
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**Description:** An intern with the financial services department will work under AEI fellows Alex Pollock, Peter Wallison, Ed Pinto, Stephen Oliner, and Paul Kupiec whose research focuses on financial policy studies; specifically international and national banking regulation, securities regulation, housing finance and the role of government housing policies leading up to the financial crisis. Current projects include using statistical software to analyze the relationship between house prices and key fundamental housing factors on both a national and local level. Projects may also include general research exploring the impact of Dodd-Frank and Basel III on American banks and other financial institutions. The ideal candidate will have experience with data analysis software packages (preferably experience with STATA), succinct writing skills, and an ability to multitask. Strong knowledge of Excel required.

**Job Function:** Administrative/Support Services

**Desired Class Level(s):** Freshman
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<td>Washington, District of Columbia (United States)</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Resident Scholar Andrew Kelly conducts research on higher education policy, innovation, financial aid reform, and the politics of education policy. Current projects include the federal higher education financial aid system, higher education performance by states, innovation in higher education, and how to encourage more efficient spending in higher education. An intern in the education department will assist with ongoing responsibilities associated with AEI's Center on Higher Education Reform, including research and editing, event planning, and administrative tasks. The ideal candidate will have strong research abilities, attention to detail, an interest in higher education policy, curiosity and willingness to learn and explore the world of education policy, strong interpersonal skills, and the ability to multi-task and learn and adapt to a multitude of tasks, projects and research topics.</td>
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<tr>
<td><strong>Job Function:</strong></td>
<td>Administrative/Support Services</td>
</tr>
<tr>
<td><strong>Desired Class Level(s):</strong></td>
<td>Freshman</td>
</tr>
</tbody>
</table>
**Position Type:** Summer Internship  
**Desired Major(s):** All Majors  
**Location:** Washington, District of Columbia (United States)  
**Description:** Resident Scholar Claude Barfield's primary areas of study include international trade policy, U.S. competitiveness, and science and technology policy. Interns will assist with research projects focusing on free trade agreements, international investment, U.S. trade policy, and Asian regionalism. Economics or public policy students are preferred. Proficiency with Excel and statistical software packages a plus.  
**Job Function:** Administrative/Support Services  
**Desired Class Level(s):** Freshman
<table>
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**Description:** AEI’s Poverty Studies program seeks to identify and develop better policies to improve the work and welfare of low-income Americans. The Poverty Studies program addresses a host of social services programs, including cash welfare, food assistance, and employment programs, among many others. Internship duties will include specific research tasks for AEI Poverty Studies scholars and staff including data manipulation, retrieval, and analysis; creating and formatting charts, graphic displays, and tables; helping to organize conferences and seminars related to poverty studies; and some administrative tasks. Those with interest in social services policy and with a background in economics are encouraged to apply.

**Job Function:** Administrative/Support Services

**Desired Class Level(s):** Freshman
**Position Type:** Summer Internship

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

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

**Description:** An intern in the South Asia Studies program at AEI will work closely with staff in the foreign and defense policy studies department on research relating to South Asian politics, economics, and security issues. The intern will focus specifically on India, but may also work on Pakistan, Bangladesh, Sri Lanka or other regional topics as needed. Tasks will include gathering news clips from Indian and international news sources, researching Indian political economy and demographics, fact checking and editing articles, and producing literature reviews. Desired skills: familiarity with Excel, PowerPoint, and Lexis Nexis. Hindu/Urdu language skills are a plus.

**Job Function:** Administrative/Support Services

**Desired Class Level(s):** Freshman