Summer Internship (paid position)
Garten Rothkopf

**Position Type:** Summer Internship
**Location:** Washington DC, District of Columbia (United States)

**Description:** Garten Rothkopf, an international advisory firm, is seeking Summer Interns to contribute to a major new project for a Fortune 200 company. The project is a comprehensive and forward-looking study that examines a combination of macroeconomic, policy, technology, and industry trends and analyzes potential business implications.

Primary responsibilities include:
- Performing research on policy and market landscapes in selected countries
- Collecting and analyzing data on related topics
- Conducting interviews with experts
- Supporting efforts to produce client deliverables, including presentations and reports

**Job Function:** Consulting, Research
**Approximate Hours Per Week:** 40

**Qualifications:**
- Must have or be currently pursuing a graduate degree in a related field, such as economics, public policy, international relations, or business
- Strong command of at least one of the following desired languages — Spanish, Russian, German, Turkish, Vietnamese, Italian, Portuguese, Ukrainian — with native speakers a plus
- A proven track record of qualitative and quantitative research
- Exceptional communication skills, both verbal and written
- Highly motivated and able to meet tight deadlines
- Comfortable working independently and as part of a team
- Comfortable conducting phone interviews
- Strong command of PowerPoint and Excel
- Ability to work at least 40 hours/week

---

**Intern Fall Semester 2014**
U.S. Department of the Treasury (IRS)

**Position Type:** Internship (Fall or Spring Part-Time)
**Location:** Washington, District of Columbia (United States)
**Description:** The Department of Treasury’s Headquarters Management & Budget Office is seeking interns for Fall 2014. Applicants should be eager to learn more about the federal budget and performance management process and want to be part of a hardworking team, dedicated to public service. Under the Assistant Secretary for Management, the Office of the Deputy Assistant Secretary for Management and Budget is responsible for the internal management and policy of the Department in the areas of budget formulation, execution, performance management and strategic planning. Additional information about actual day-to-day duties is available upon request. Successful applicants will be highly interested in public policy, and federal financial management and performance. We are seeking graduate students, but highly qualified undergraduate students may also apply.

**Job Function:** Management/Administration, Other

**Duration:** Fall semester 4 months

**Approximate Hours Per Week:** 20

**Qualifications:**
Applicants must be undergraduate or graduate students who are currently enrolled in an accredited college or university at the time of the internship and have completed at least one year of college. Interns should be interested in government and have excellent writing and research skills, a positive attitude and a willingness to complete tasks as assigned, including administrative work. Interns work on substantive, and often office-critical material in the fields of departmental budget formulation, execution, performance management, and topical writing. Administrative work is generally less than 20% of total workload. Interns must be flexible, organized, and able to work in a fast-paced environment with proven ability to take initiative and work both individually and collaboratively with team members. Interns must be able to report to work in downtown, Washington, DC.

**Program Outline**
In order to best accommodate all applicants, internship sessions are scheduled both on academic semesters and during the summer, based on their academic institution’s credit system. Internships are unpaid but are available for school credit if approved by a college/university. The fall internship is available to students who can commit either: 2 or more full days of work per week during office hours, or a combination of shifts totaling 20 or more hours per week during office hours. Office hours are 9-5:30, M-F.

The internship is writing intensive and successful applicants will exhibit strong written and verbal communication skills.

**Application Procedure**
Required Documents: Unofficial Transcript; Writing Sample; Resume
Acceptable/Suggested Supplemental Documents: Cover Letter; 1-2 sentence (maximum) statement of purpose, or explanation of why this position appeals to you
Apply via email to DASMBInternship@treasury.gov
Applications will be considered on a rolling basis, in the order in which received.