University of Maryland
3 Job Postings For January 2016
Research and Publications Summer Intern
Environmental Law Institute

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

Description: Research & Publications Intern

Summer 2016 (May - August)

For four decades, the Environmental Law Institute (ELI) has played a pivotal role in shaping the fields of environmental law, policy, and management, both domestically and internationally. For more information on the Institute, visit www.eli.org.

ELI seeks individuals to support the research and publications departments of the Institute. Interns work directly with staff attorneys, editors, scientists, and economists on a variety of projects. Substantive areas of focus include: land use policy, public participation in environmental regulation, biodiversity, air quality, public health, hazardous waste and brownfields, wetlands and watershed policy, international environmental policy, armed conflict and the environment, environmental management systems, and environmental enforcement.

Interns conduct library and internet research, attend and report on outside events, analyze, edit, and synthesize scholarly material, assist with preparation for environmental training courses, and perform various administrative tasks. ELI integrates interns into the day-to-day operations of the Institute, and interns are encouraged to attend ELI policy events and meetings.

Positions are available throughout the academic year (minimum 15 hours/week) and during the summer (full-time). Candidates should possess superior research, writing, and interpersonal communication skills, as well as a strong desire to gain knowledge of the environmental field. A strong academic background is required, but specific environmental experience is not mandatory. Candidates must have completed their freshman year of college. Compensation is not available, but a transportation stipend is provided.

Applications for the summer internship will be accepted until 11:59 pm Sunday, February 21, 2016 on a rolling basis. To apply, send a cover letter explaining interest and availability, resume (include overall GPA), and 3-5 page analytical writing sample to:

Intern Coordinator
Environmental Law Institute
internsearch@eli.org

Please direct all inquiries and applications to internsearch@eli.org. Phone calls are not accepted.

ELI is an equal opportunity employer strongly committed to providing equal opportunity and to achieving an inclusive, diverse workforce that values every individual. Minority candidates are encouraged to apply.

<table>
<thead>
<tr>
<th><strong>Job Function:</strong></th>
<th>Administrative/Support Services, Agriculture/Natural Resources/Environment, Communication, Consulting, Engineering, Management/Administration, Research, Sciences, Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration:</strong></td>
<td>At least 8 weeks</td>
</tr>
<tr>
<td><strong>Approximate Hours Per Week:</strong></td>
<td>37.5 hours/week</td>
</tr>
<tr>
<td><strong>Salary Level:</strong></td>
<td>Compensation is not available, but a small transportation stipend is provided.</td>
</tr>
</tbody>
</table>
**Rule of Law Index Winter 2016 Internships - QRQ (Paid)**

The World Justice Project

**Position** Internship (Fall or Spring Part-Time), Winter/January Term

**Type:** Internship

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

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

**Description:** The World Justice Project (WJP) is an independent, non-profit organization working to advance the rule of law for the development of communities of opportunity and equity. The WJP’s multinational, multidisciplinary efforts are dedicated to developing practical programs in support of the rule of law around the world. Our work is based on two complementary premises: the rule of law is the foundation for communities of opportunity and equity, and multidisciplinary collaboration is the most effective way to advance the rule of law. Our work consists of three complementary and mutually reinforcing program areas: Research and Scholarship, the World Justice Project Rule of Law Index®, and mainstreaming practical on-the-ground programs to extend the rule of law. Please see our website (www.worldjusticeproject.org) for detailed descriptions of our main programs.

Founded by William H. Neukom in 2006 as a presidential initiative of the American Bar Association (ABA), and with the initial support of 21 other global sponsoring organizations, The World Justice Project transitioned into an independent 501(c)(3) non-profit organization in 2010. Its offices are located in Washington, DC, and Seattle, WA.

**Position:** The World Justice Project’s Rule of Law Index is seeking full-time paid interns at the WJP’s office in Washington DC for the winter and spring of 2016.

Possible opportunity to earn college/graduate credit in lieu of financial compensation for current undergraduate/graduate students.

**Responsibilities:** As part of a small team, the Rule of Law Index intern will provide crucial support to the Rule of Law Index staff in the overall development of the WJP Rule of Law Index 2016 report. The intern will assist in administering the 2016 Index qualified respondent questionnaires (QRQ) to legal experts in over 100 countries around the globe, and assist in data collection for the Index 2016 report, to be published next year. The main responsibilities of this internship include, but are not limited to:

- Conduct research for identifying potential practitioner and academic legal experts to participate in the expert survey;
• Provide support for administration of the QRQ Index survey study, including outreach to potential questionnaire respondents to increase response rates, cataloguing completed questionnaires for data analysis, and facilitating external communications with contributing legal experts;
• Perform data processing, database maintenance and developmental support in maintaining the database of experts for the WJP expert surveys; including basic data entry and data formatting;
• Checking data received for expert surveys, and cataloguing completed expert questionnaires for data analysis;
• Assist with preparations for meeting and presentations, including producing drafts of power point presentations and handouts, and preparing and assembling outreach materials for external distribution;
• Conduct research as needed for long-term projects; provide general administrative support, including organizational work in Microsoft Excel and Word; internet research; editing and proofreading documents; assisting with Index calendar management and logistics for travel and meetings; mass mailings; and other office and logistical support duties.

Intern Qualifications: This internship is open to undergraduates and graduate students with a minimum 3.5 cumulative GPA, as well as recent graduates with excellent attention to detail and superior research skills. Applicants with international experience and foreign language skills, especially French and Spanish proficiency, are preferred. The ideal candidate will have completed coursework in international affairs, social sciences, journalism, economics, policy studies, regional studies, or pre-law.

Successful applicants will be bright, highly motivated individuals with a strong academic track record and an enthusiastic interest in the rule of law. The successful candidate will demonstrate the following skills and qualifications: superior research skills, sound analytical skills, and excellent attention to detail; the ability to manage large databases; strong skills in Microsoft Excel and Stata; strong writing, oral communications, and interpersonal skills; the ability to communicate in a professional manner both in writing and over the phone; experience working in a fast-paced environment; the ability to work independently as well as in group settings, the ability to manage his or her own workload, and the ability to prioritize multiple tasks and work under deadline pressure. Candidates should also be committed to the WJP’s mission and principles (www.worldjusticeproject.org).
**Desired Class Level:** Sophomore, Junior, Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 1 year out), Alumnus/a (beyond 1 year out)

**Approximate Hours Per Week:** 37.5
Research Economist Internship (Summer 2016)
US Small Business Administration

Position Type: Summer Internship

Desired Major(s): Behavioral and Social Sciences/Economics, Behavioral and Social Sciences/Government and Politics, Behavioral and Social Sciences/Sociology

Location: Washington, District of Columbia (United States)

Description: Along with a team of professional economists, the Summer 2016 Research Economist Intern will develop research that gives a voice to the 28.4 million small businesses that form the heart of the U.S. economy. The intern will participate in a full range of office activities, develop research skills, and gain experience with regulation and policy. In addition, the intern may have the opportunity to pursue his or her own research interests related to small business.

Goals:
• Apply knowledge of economics in a real-world setting and develop an understanding of how economic research informs policy
• Gain professional experience in an office setting and learn how the federal government operates
• Develop familiarity with widely-used economic datasets, and augment skills using Microsoft Office (particularly Excel), Stata, and other industry-standard software packages

Responsibilities:
• Assist economists with the review of research materials, the creation of reports, fact sheets, and issue briefs, and the preparation of responses to external inquiries for small business research and data
• Participate in team meetings
• If applicable, complete data analysis and a brief research product on a topic of the intern’s choice

Job Function: Research

Desired Class Level(s): Sophomore, Junior

Salary Level: Possibility of transit stipend

Qualifications:
• At least junior or senior standing in the fall 2016 semester
• Some coursework in both economics and statistics
• Knowledge of and/or strong aptitude for data analysis and statistical software, particularly Microsoft Excel; Stata preferred as well
• Desire to learn and willingness to take initiative, particularly regarding the research project if applicable
• Team-oriented attitude
• Experience working with large datasets, such as those from the U.S. Census Bureau and Bureau of Labor Statistics
(preferred)
  • Ability to work at least 4 days and/or 30 hours per week
  (preferred)