**Intern**

International Trade Administration

**Position Type:** Summer Internship

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

**Description:**

UNITED STATES DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION

OFFICE OF TRADE NEGOTIATIONS AND ANALYSIS
2016 SUMMER INTERNSHIP ANNOUNCEMENT

OTNA MISSION:

The Office of Trade Negotiations and Analysis (OTNA) serves as the International Trade Administration's principal advisor on trade policy issues affecting multiple U.S. industries. In this capacity, OTNA develops high quality economic and trade policy analysis to help ensure the national economic interests of U.S. industry are fully represented in trade policy initiatives.

Senior decision-makers inside the Department as well as outside (e.g., USTR) rely on OTNA's analysis to set priorities and develop negotiating strategies. Specifically, our analysis informs the Administration's initiatives to 1) open foreign markets for U.S. exports in trade negotiations affecting more than one industry, 2) enforce/implement U.S. trade laws while ensuring that these laws continue to aid U.S. industry competitiveness, 3) advocate on behalf of U.S. industry, and 4) encourage public-private partnerships.

You MUST be a US citizen to apply for this internship.

**INTERN DUTIES:**

Interns will be involved in many projects within the office, though we try to suit the projects towards individual interests. The following is a list of typical projects:

- Perform basic research and analyses on a wide range of trade and cross-sectoral policy issues affecting U.S. competitiveness.
- Assist senior staff in preparations for
bilateral and multilateral negotiations by conducting research on the impact of particular tariff and non-tariff measure changes on U.S. industry.
• Conduct analyses in support of free trade agreement negotiations such as the Trans-Pacific Partnership (TPP) and the Transatlantic Trade and Investment Partnership (TTIP).
• Assist senior staff in preparing analyses and policy recommendations for Executive Branch actions under U.S. trade laws such as Section 301 (unfair trade practices), Super 301, and Section 201 and 421 (Safeguards).
• Conduct research and analyses, as needed to support ongoing WTO Accessions and plurilateral agreements like the Information Technology Agreement Expansion and Environmental Goods Agreement.
• Accompany senior staff to intra-agency and interagency planning sessions and briefings on trade policy issues as appropriate.

**Job Function:** Administrative/Support Services

**Duration:** 8 weeks

**Approximate Hours Per Week:** 40

**Qualifications:** QUALIFICATIONS:

The ideal candidate should be a mature graduate student with excellent analytical and communication skills, the ability to work independently, and a demonstrated interest in international trade and/or economics. Undergraduate upperclassman with exceptional experience on trade-related issues may also apply.

The candidate must be familiar with Microsoft Excel, Power Point, Word, and possess advanced internet research skills. Knowledge of statistical software such as SAS, STATA or SPSS is a plus.

Interns must be currently enrolled in university classes. Ideal candidates are able to commit at least 40 hours a week, for at least eight weeks from June to mid-August. These positions are unpaid.

**HOW TO APPLY:**
Interviews will be conducted on a rolling basis until the position(s) are filled. If you wish to apply for an internship position, please...
electronically send a cover letter and a copy of your resume (U.S. citizenship must be noted on the resume for consideration) by Friday, May 20, 2016 to Ryan.Kane@trade.gov.
### Position Type: Internship (Fall or Spring Part-Time)

### Desired Major(s): All Majors

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

### Description:
The American Enterprise Institute for Public Policy Research (AEI) is seeking interns for the Fall 2016 internship term.

Internship opportunities are available on both the research and business sides of the think tank. All positions require excellent organizational, research, writing, and computer skills, as well as the ability to multi-task. Responsibilities on the research side include research, writing, editing, and some administrative work. Most of our research positions support more than one scholar, but they are generally grouped by topic. On the business side of the think tank, our conferences, Competitive candidates for these internships will generally possess a 3.6 GPA from a top ranking college or university.

The following are some examples of the types of internships AEI offers:

- Government Relations
- Development
- Editorial and Publications
- Defense Planning and the U.S. Global Strategy
- Military Strategy and the U.S. Defense Budget
- Russian Studies
- South Asia Studies
- Demographics and Political Economy
- Asian Economies
- Security Studies
- Middle Eastern Studies
- Iranian Studies
- International Trade and Finance
- Labor Economics
- Economic Policy
- Technology Policy
- Health Policy
- Housing Policy
- Poverty Studies
- American Citizenship
- Education Policy
- Public Opinion Studies
- Public Affairs and Media Relations
- External Affairs
- Video Production
- Graphic Design development, communications, and
government relations offices all seek interns.

AEI will be hosting approximately 70 interns this fall. If you are interested in any of these opportunities and would like to look at our full list of internship openings, please visit www.aei.org/internships.

We ask that you submit all application materials via the online portal, applying only to the specific jobs postings. Please do not apply through this posting. You are welcome to apply for as many internship opportunities as you would like. An application is only considered complete if we receive all of the following application documents: resume, cover letter, 500-word academic writing sample, and an unofficial copy of your academic transcripts.

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<th><strong>Job Function:</strong></th>
<th>Research</th>
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<tr>
<td><strong>Desired Class Level(s):</strong></td>
<td>Freshman, Sophomore, Junior</td>
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The Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster enlightened leadership based on enduring values and to provide a nonpartisan venue for dealing with issues critical to our society. The Institute has campuses in Aspen, Colorado, and on the Wye River on Maryland’s Eastern Shore. It also maintains offices in New York City and has an international network of partners.

Future of Work Initiative:
The Future of Work Initiative is a year-long nonpartisan effort to identify concrete ways to strengthen the social contract in the midst of sweeping changes in today’s workplace and workforce. Indeed, twenty-first-century innovation is transforming the American workplace far faster than a 20th-century government and 1930s social contract can keep pace. The Initiative focuses on two critical opportunities: (1) On-Demand Economy: How best to advance and protect the economic interests of Americans in the rapidly growing economy of shared goods and services; (2) Capitalism 2.0: How best to inspire a 21st-century capitalism for a 21st-century workforce by rewarding employers for reducing inequality, helping workers get ahead, and facilitating access to benefits and protections to secure workers’ futures.

Basic Function:
This position will support the Future of Work Initiative, including sophisticated research, communication, convening, and policy efforts aimed at restructuring the social contract for the new economy. FOW seeks individuals who are motivated, responsible, detail-oriented, and a self-starter with strong written and verbal communication skills. This internship will include policy research, including drafting summaries of issues and policies;
communication efforts, including management of communications lists for development opportunities and outreach and drafting and organization of materials for FOW’s newsletters, blog, and programming reports; coordinating meeting logistics under the guidance of fellow staff; and significant administrative support. Special projects will be assigned depending on the needs of FOW and the skills of the candidate.

Essential Duties and Responsibilities:
Research, drafting and editing
* Research topics as requested; gather information from key sources and create succinct summaries for audiences of varying levels and backgrounds.
* Draft correspondence, meeting materials, and other written materials.
* Keep abreast of news and current trends, disseminate information on key issues to team members.
* Attend relevant events in D.C. and draft summaries of events attended in an accessible, organized format.
* Support FOW staff with document formatting, printing, copying, and other administrative tasks.

Meeting Planning
* Assist in planning events, including supporting on venue logistics, catering, speaker travel, talking points, name tag printing, materials preparation, and day-of support.

Communications
* Support FOW team with website updates, drafting and updating content as needed (no html experience necessary).
* Draft stories and content, as requested, for e-newsletters, blog posts, and other communications efforts.

Administrative
* Support FOW’s team by scheduling appointments, completing reimbursements and other necessary forms.
* Execute data entry tasks, filing, copying, answering phones, and other duties as assigned.

Knowledge, Education and Experience:
* Undergraduate or Graduate student in field related to policy, economics, history, or government;
* Experience in a professional setting strongly preferred;
* Outstanding organizational skills, with emphasis on
time-management, attention to detail and the ability to plan, organize and carry out multiple activities;
* Strong communications skills, including ability to conduct online research and analysis;
* Excellent computer skills including Word, Excel, Outlook, PowerPoint;
* Team player who can also work individually and be a self-starter;
* Knowledge of and adherence to professional ethics.

To Apply:
This internship requires 40 hours per week with occasional evenings for events. All applicants must submit a cover letter, resume, and list of references for the Future of Work Internship position. Cover letter should highlight applicant’s specific qualifications for this position. Please direct questions to [insert contact information].

The Aspen Institute is an Equal Opportunity Employer and complies with all District and federal laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran or disabled status and will not be discriminated against.

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<tr>
<th>Job Function:</th>
<th>Management/Administration</th>
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<td>Desired Class Level(s):</td>
<td>Sophomore</td>
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Public Opinion Research Intern
Program on International Policy Attitudes, The

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

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

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

**Description:** The Program for Public Consultation (PPC) at the School of Public Policy at the University of Maryland was established to develop the methods and theory of public consultation and to conduct public consultations. In particular it will work with government agencies to help them consult their citizens on key public policy issues that the government faces.

PPC has paid internship positions available starting immediately. We are looking to hire 2 interns to work at our downtown Washington, DC office (located near the Dupont Circle metro) either on a full-time or part-time basis. An individual may have the opportunity to continue working beyond the fall term as well.

Interns assist with office, communication, and research duties, depending on the needs of the organization and his or her interests. In addition to research, duties include assisting in event planning; updating and maintaining Voice Of the People (VOP) and our affiliate organization databases; gathering information and data from the Internet, government, and non-governmental libraries; preparing reports, graphs and presentations using Microsoft Excel and PowerPoint; helping with media monitoring and social media outreach; and answering phones.

The ideal candidate would be a current undergraduate with an interest in public opinion research, public policy, government, political psychology, and/or sociology. We are seeking individuals with experience using the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and conducting Internet and LexisNexis-based research.

Interns will also assist with a related campaign, Voice of the People (www.VOP.org) that focuses more on domestic political
issues.

To apply, e-mail cover letter including your time availability (days and hours available) and resume to info@pipa.org to the attention of Allison Stettler. For more information, consult the VOP website, www.vop.org, and the PPC website, www.public-consultation.org.

Applications will be considered on a rolling basis, so applying soon is recommended.

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<th>Job Function:</th>
<th>Administrative/Support Services, Research</th>
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<td>Desired Class Level(s):</td>
<td>Sophomore, Junior, Senior, Masters Candidate</td>
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<tr>
<td>Duration:</td>
<td>Summer Internship, extension through Fall Term is possible</td>
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<tr>
<td>Approximate Hours Per Week:</td>
<td>20-40</td>
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<td>Salary Level:</td>
<td>$10.00/hour</td>
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<td>Qualifications:</td>
<td>The ideal candidate would be a current undergraduate with an interest in public opinion research, public policy, government, political psychology, and/or sociology. We are seeking individuals with experience using the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and conducting Internet and LexisNexis-based research.</td>
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