University of Maryland
3 Job Postings For November 2015
Policy Intern
Potomac Institute for Policy Studies

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

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

**Location:** Arlington, Virginia (United States)

**Description:** Potomac Institute for Policy Internship Program
The Potomac Institute for Policy Studies is an independent, 501(c)(3), not for profit science and technology policy think tank that has a robust and long running internship program. Excellence in research and objective analysis is the motto for the program. The Potomac Institute Internship Program (for undergraduate, graduate, or recently graduated students) hosts interns with a variety of academic backgrounds that relate to the science, technology, and national security missions of the Institute. The Institute strives to provide a versatile experience for each internship participant. Interns are placed in one of four different academic centers, with specific senior fellows, or within program divisions at PIPS. Some unique qualities of the program are policy research, school credits, seminars and conferences, publication acknowledgements, and networking.

Policy Internships
Are you interested in making a difference? Have you always wanted to learn how policy is made and shaped at the highest levels of government? Do you have a burning curiosity about the latest developments in cyber security, neuroscience, counterterrorism technology, and future trends that affect security and society? The Potomac Institute for Policy Studies, a 501(c) (3) nonprofit, nonpartisan science and technology policy research institute in Arlington, Virginia, is seeking interns who want to be at the heart of the debate about science and technology policy in the US. We offer an opportunity to assist with research, writing, planning, and organizational activities that support the Institute's mission to provide a forum for the free exchange of ideas for the purpose of informing public policy.

Hardworking and bright interns will have the opportunity to assist with Institute's research and technical operations, attend Institute seminars and conferences, and develop personal academic interests. Internship responsibilities include research assistance, conference and event coordination, editorial and publication assistance, database development, and administrative support.
include supporting senior staff in the following activities: conducting research, developing a keen understanding of the impact of science upon our society, compiling bibliographies and chronologies, summarizing research materials as directed, collecting and assembling data, copy editing and proofreading, supporting conferences and events, and administrative work to help meet the objectives of the Potomac Institute. Administrative work is very minimal. Individuals enrolled in, or having completed university studies with a specific interest in science and technology, public policy, and national security are encouraged to apply. We are seeking interns from diverse academic backgrounds (undergraduate, graduate, or recently graduated), including those with experience in the sciences, engineering, political science, legislative affairs, international affairs, security studies, history, public policy, operations research, robotics, neuroscience, foreign languages, regional studies, and ethics. Candidates should have research experience, writing and editing proficiency, good database skills, strong MS Office skills and Internet research skills. Excellent organizational and communication skills are mandatory as is the ability to prioritize a heavy workload. Professional attire is required. Interns are expected to work a minimum of 16 hours a week.

If you are currently enrolled in an academic program, we will assist in your effort to receive course credit. Potomac Institute internships are unpaid.

To apply to the Policy Internship Program, please send a letter of interest, a current copy of your resume, and a writing sample to pcheetham[at]potomacinstitute[dot]org.

Semester application deadlines are as follows:

Spring (January to May): November 15
Summer (May to September): March 15
Fall (September to December): July 15

**Job Function:** Research

**Desired Class Level(s):** Freshman, Sophomore, Junior, Senior
Position Type: Summer Internship, Internship (Fall or Spring Part-Time), Winter/January Term Internship

Desired Major(s): Public Health

Location: Washington, District of Columbia (United States)

Description: Winter/Spring Internships are available for undergraduate or graduate students or recent graduates who are available at least 16 hours/wk for at least 3 months.

Through these internship opportunities you will learn first-hand about the Washington policy scene by gaining hands-on experience in several possible areas, including government relations/public policy development, communications/media relations, and/or non-profit fundraising/development, and, all the while, you will be making a significant difference! We are a non-profit that, on a daily basis, truly makes a difference in the lives of thousands of women and their families. We work closely with the national and international media to get our message out to the public. We connect with policy makers and decision makers on a national level to change public policy. We work with independent researchers from around the country to bring fair, unbiased and non-corporate-funded information to the public about timely issues that matter to adults and children, such as childhood obesity, the safety of medical products and treatments, domestic and dating violence, and so much more.

Our interns become part of our team by working on various projects such as:

Helping to gather information, whether from the Internet, from magazine, newspaper and journal articles, or contacting researchers and other experts to ask questions.

Writing or co-authoring articles for print, fact sheets, press releases, briefing materials, and letters to Congress and the Executive branch.

Editing and assisting with our website, co-authoring reports, grant proposals, and journal articles.

Attending briefings on Capitol Hill, policy
panel meetings, and policy-oriented meetings with representatives from other non-profit think tanks and advocacy organizations. You can attend meetings with Members of Congress and their staff and be in the front row when we are testifying at Advisory Panel meetings of the FDA, the National Institute of Medicine, and other federal agencies. Researching and analyzing data, reviewing and critiquing research studies, and presenting information at professional meetings and policy forums. Communicating with major media and with the public via outreach efforts. Assisting with fundraising activities, including event planning and other development issues. Performing outreach to college campuses, students, and other young adults.

We offer three kinds of internship experiences:

Communications and policy internship: Learn about the Washington, D.C. policy scene while working on communicating about a range of health issues. Work with national media and gain experience writing and editing articles, reports, and press releases, and using the Internet to influence people and policies.

Research and policy internship: Learn about the Washington, D.C. policy scene by researching the stakeholders’ positions on a range of healthcare issues. Develop your research skills and prepare for graduate school or a research position.

Marketing internship: Learn how non-profit policy organizations operate by working to increase the impact through social media following, developing strategies, researching grant funding sources, and building relationships with donors and partner organizations.

Topics include cancer prevention and treatment, obesity, safety of medical treatments and products, women’s body image, dating violence; work/family, toxic exposures; and other health issues.

We are especially interested in at least one intern one who is fluent in Spanish and will help with translating health articles into
Spanish, and responding to inquiries to our online health helpline that are in Spanish.

If you’re interested in an internship, please send a resume and cover letter describing the dates and time commitment (hrs/week) you are available to info@center4research.org. As with most non-profits, internship stipends are rarely available, so please describe any financial requirements.

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<tr>
<th><strong>Job Function:</strong></th>
<th>Communication, Healthcare, Research, Sciences</th>
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<td><strong>Desired Class Level(s):</strong></td>
<td>Junior, Senior</td>
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<td><strong>Duration:</strong></td>
<td>12 weeks minimum</td>
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<td><strong>Approximate Hours Per Week:</strong></td>
<td>18-40</td>
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<td><strong>Salary Level:</strong></td>
<td>Transportation subsidy</td>
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<td><strong>Qualifications:</strong></td>
<td>Undergraduate, recent graduate or graduate student with an interest in health research or health policy or health education/communications. Ability to understand statistics in scientific journals is a plus but not required. Good, clear writing is required.</td>
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The American Enterprise Institute for Public Policy Research (AEI) is seeking interns for the Spring 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, development, communications, and government relations offices all seek interns. Competitive candidates for these internships will generally possess a 3.6 GPA from a top ranking college or university.

Spring 2016 intern candidates can apply to work in the following offices:
- Academic Programs
- Accounting
- Arthur Brooks
- Asian Economies
- Asian Studies
- Coalitions
- Communications--Blogging and New Media
- Communications and Marketing Systems
- Critical Threats Project
- Critical Threats Project--al Qaeda and Affiliates
- Critical Threats Project--Iran
- Critical Threats Project--Communications and Technology
- Defense Planning and the U.S. Global Strategy
- Demographics and Political Economy
- Development
- Digital Strategy
- Economic Policy
- Editorial and Publications
- Education Policy
- External Affairs
- Financial Services
- Government Relations
- Health Policy
- Higher Education Policy
- International Trade and Finance
- Iranian Studies
- Labor Economics
- Security Studies
- Media Relations
AEI will be hosting approximately 70 interns this spring. If you are interested in any of these opportunities and would like to look at our most updated 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. 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.

**Job Function:** Arts/Design/Planning, Communication, Computer Science/Statistics, Financial Services, Research, Social Services, Other

**Salary Range:** Unpaid