University of Maryland
7 Job Postings For November 2015
Research Intern
Institute for Women's Policy Research

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

Desired Major: All Majors

Location: Washington, District of Columbia (United States)

Description: Spring 2016 Internship Program with IWPR
The Institute for Women's Policy Research (IWPR), located in Washington, D.C., conducts rigorous research and disseminates its findings to address the needs of women, promote public dialogue, and strengthen families, communities and societies.

IWPR is committed to assisting the professional development of students and graduates interested in economic justice for women. IWPR’s internship program is designed to provide participants with challenging work experiences under the guidance and supervision of staff with extensive knowledge of women's policy issues, social science research, and non-profit management.

IWPR will offer internships in four areas during the spring of 2016. These are unpaid, part-time positions that require a minimum commitment of 10 hours per week. Start and end dates are flexible, though internships generally run from January through May.

General Requirements:
- An interest in women's issues
- Excellent writing and communication skills
- Good computer skills, especially using Excel
- Prior office experience is desirable, as interns are responsible for a minimal amount of general office work (e.g. answering phones, photocopying, filing, and maintaining the library)

Individuals from underrepresented groups are encouraged to apply. IWPR is an equal opportunity employer. We consider applicants without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job Function: Research

Desired Class Level(s): Freshman, Sophomore, Junior, Senior, Masters Candidate

Approximate Hours Per Week: minimum of 10 hours/week
**Qualifications:**

- Strong organizational skills
- Good interpersonal skills
- Interest in policy research and women’s issues
- Experience writing literature reviews, conducting desk research, and drafting written materials
- Experience with statistics, economics, or social sciences through coursework
- Familiarity with Microsoft Word and Excel required
- Knowledge of STATA, SPSS, SAS, or graphics software a plus
- Qualitative research skills also a plus
Impact Evaluation Internship, Social Impact, Arlington, VA
Social Impact Inc

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

**Type:**

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

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

**Description:** Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI’s mission is to improve the effectiveness of international development programs in improving people’s lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. SI services cross-cut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI’s clients include US government agencies such as USAID, the Millennium Challenge Corporation, the US Department of State, bilateral donors, multilateral development banks, foundations, and non-profits.

The impact evaluation team emphasizes methodological rigor, while realizing that each evaluation occurs in a unique operating environment. SI employs mixed-methods approaches, building on the strength of both quantitative and qualitative findings, and a wide range of innovative IE designs, rather than relying on a narrow set of design options. Utilizing the range of IE methodologies, including randomized control trials (RCTs) and a suite of quasi-experimental designs (QEDs), we draw from deep expertise with up-to-date, effective, and innovative methodologies. SI’s IEs are characterized by a practical focus on the production of usable policy- and program-relevant information. We provide clients and implementing partners with the ability to make strategic decisions in order to maximize program impact.

**Position Description:**
SI is seeking an intern to provide support for the firm’s Impact Evaluation Practice. The position is based in Arlington, VA. The intern will report to one of SI’s IE Deputy Directors or Program Managers. We will consider full-time (40 hrs./week) or half-time (20 hrs./week) interns. Stipend of $1000 per month for a full-time intern of $500 per month for a part-time intern.

The impact evaluation intern will be assigned to a variety of tasks for various impact evaluation projects, including technical work (e.g. research assistance, data management and cleaning, electronic data collection programming, support tasks for analysis and reporting, etc.), and well as project management,
organization, or project-specific administrative tasks. The intern will have an opportunity to contribute to projects from various sectors, and projects in various stages of implementation. The intern will therefore interact with multiple project teams and project managers, with one overall supervisor assisting to coordinate tasks. Interns are also able to take advantage of internal professional development opportunities (e.g. learning workshops and brown-bags) that take place regularly at SI headquarters.

Responsibilities:
• Conduct background and supporting research for ongoing and upcoming IEs
• Assist with data management, including cleaning and analyzing data
• Assist with electronic data collection preparation and programming
• Copy edit evaluation reports and other documents
• Draft sections of various evaluation documents
• Support marketing, business and proposal development related to new opportunities
• Organize and schedule events associated with various SI contracts
• Help with various other administrative tasks as necessary

Qualifications:
• Master’s degree (in progress or recently completed) in international development, international relations, development economics, or a closely related field
• Familiarity with statistical software programs, primarily Stata (strongly preferred)
• Familiarity with other programs for data collection and analysis a plus (e.g. ODK or SurveyCTO, Atlast.ti, ArcGIS, etc.)
• Ability to work independently and manage multiple tasks in a fast-paced environment
• Coursework in statistics, preferably econometrics
• Experience with academic research in a related field
• Strong attention to detail
• Excellent verbal communication and writing skills
• Program evaluation or research assistance experience (preferred)
• Overseas experience and knowledge of a foreign language (preferred)
• Experience working with USAID, MCC, or other donors (preferred)

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<tr>
<th>Job Function:</th>
<th>Administrative/Support Services, Research</th>
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<tr>
<td>Desired Class Level(s):</td>
<td>Sophomore, Junior, Senior, Masters Candidate, Doctoral Candidate, Recent Grad (up to 1 year out), Alumnus/a (beyond 1 year out)</td>
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Intern, Global Business & Economics
Atlantic Council

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

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

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

**Description:**

Our interns are an integral part of our team. With a small group, most of our projects are all-hands-on-deck and we encourage interns to actively engage with events, publications, and strategies. This position will expose the candidate to the writing process for publications and articles, logistical elements of event-planning, creating strategic initiatives within a think tank.

The successful candidates will have a passion for the work, an entrepreneurial ethos and a collegial spirit while also being an effective communicator and enjoying the fast pace of learning and growing in an organization. Demonstrated interest in international affairs and economics through class work and/or experience is strongly preferred. Interns are also encouraged to pursue their own research projects and to write and publish their own policy briefs or blog posts. The positions are unpaid, but candidates gain valuable skills, experience, knowledge, and contacts in the Washington, DC international policy community. A monthly metro reimbursement is offered, along with Interview and Resume Workshops, briefings with our Military and State Department Fellows, as well as other senior-level staff.

Spring internships at the Council generally begin early January and are completed by the beginning of May. The deadline to apply is November 1, but applications will be reviewed on a rolling basis and will continue until the successful candidate has been selected.

**Responsibilities:**

- Conduct research to support the activities and projects of the program staff
- Produce a weekly global business and economics news brief, highlighting the key events of the week.
- Manage program contacts and knowledge.
- Draft correspondence and manage logistics for program events and activities.
• Take notes and write briefings on events/hearings attended.

• Write analytical pieces for publication on the New Atlanticist blog.

• Help draft policy briefs and reports.

About the Global Business and Economics Program:

The Global Business and Economics Program works to build upon and strengthen the already deep economic integration between Europe and the United States as well as promote transatlantic leadership in the global economy. Bringing together top business leaders, government policy makers, and economic experts, the program explores transatlantic and global issues of importance to the US and European business community. Our aim is to identify areas for cooperation as well as convergence in policy in an effort to promote an open and mutually beneficial environment for transatlantic business and trade.

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<tr>
<th>Job Function:</th>
<th>Research, Other</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>metro reimbursement</td>
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<tr>
<td>Qualifications:</td>
<td>Must be at least a college junior in good standing, a graduate student or a recent graduate.</td>
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• Must demonstrate proven interest in international affairs and international economics, trade, or business.

• Must work well with others and interact professionally with senior figures.

• Must have at least a 3.0 GPA (out of 4.0) scale, or equivalent from a non-U.S. institution.

• Applicants who are able to work full-time (40 hrs/week) are preferred.

International applications are welcome but candidates must be authorized to work in the United States. The Atlantic Council does not facilitate visas for internship applicants, but can assist in having a third party sponsor a visa. Internship applicants are responsible for any costs associated with the visa sponsorship.
### Management and Policy Intern
Urban Institute (UI)

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

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

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

**Description:** Overview:

The nonprofit Urban Institute is dedicated to elevating the debate on social and economic policy. For nearly five decades, Urban scholars have conducted research and delivered evidence-based solutions that improve lives, strengthen communities, and increase the effectiveness of public policy across a rapidly urbanizing world. Their objective research helps expand opportunities for all, reduce hardship among the most vulnerable, and strengthen the fiscal health of government.

The Urban Institute’s Executive Office is looking for a part-time Management and Policy Intern. The Management and Policy Intern will join a fast-paced and dynamic team that supports the President of the organization. This is a paid position beginning as early as January and lasting for approximately 16 weeks. This person will assist with strategic initiatives and daily activities, and will learn about the management of a large nonprofit research organization. It is a great opportunity for a self-motivated person interested in executive leadership, strategic planning, the role of research organizations in advancing evidence-based policy, and/or nonprofit management.

Academic credit may be provided when feasible.

**Responsibilities:**
The Management and Policy Intern will support the Chief of Staff and Strategic Projects Coordinator with a variety of projects, including preparing the President for meetings and events by writing background briefs; conducting web-based research and analysis to inform strategic decisions; and supporting the management of several front office priorities, including Urban’s work in the District of Columbia. Other related duties may be assigned.

**Job Function:** Management/Administration

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

**Approximate Hours Per Week:** 20

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11/23/2015
Qualifications:

Candidates should be enrolled in (or be a recent graduate of) an undergraduate program in a related field, including management, business, public affairs, and public policy. Applicants must have an interest in nonprofit management and public policy. Strong writing skills are required. Spreadsheet and database experience and strong organizational and research skills are preferred, and he or she must be detail oriented and work well with mentors and independently. Applicants should be comfortable with technology, and knowledge of HTML is a plus.

The Urban Institute strives to be a vibrant, creative community of skilled and committed people who bring to their work a whole range of different experiences. Accordingly, the Urban Institute is committed to Equal Employment Opportunity without regard for race, ethnicity, gender, protected veteran status, disability, sexual orientation, gender identity or any other protected status under applicable law.

The Urban Institute is an Equal Opportunity/Affirmative Action Employer -- Minorities/Women/Disabilities/Veterans.

To learn more about the Urban Institute and its work, please visit www.urban.org.
**Position Type:** Co-op (Fall or Spring Full-Time)

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

**Description:** Performs research and analysis and prepares reports to support project-oriented assignments involving economic research, bank supervision and regulation, bank examinations, credit regulation, or other activity in one of the Board's operating divisions.

The Division of Consumer and Community Affairs (DCCA) is seeking a post-BA-level intern to work on projects related to consumer financial services and community development. The intern will gain broad exposure to a range of issues including housing, mobile banking, consumer credit, small business and community development. The internship is a rotation between the Policy Analysis and Community Development teams, two units within DCCA.

Specifically, the intern will:
- Assist staff in coordinating meetings of the newly formed Community Advisory Council (CAC) including:
  - taking notes at project team meetings and assisting with administrative tasks, such as maintaining the project team SharePoint site and managing documents.
- Provide short summaries of research reports and trade press articles on some of the topics listed above for inclusion in PolicyScan, a Federal Reserve System-wide SharePoint site;
- Perform other duties as required, including attending and summarizing external events on current policy issues, contributing to literature reviews, and assisting with the production of presentations.

**Job Function:** Other

**Salary Range:** $31,500 - $48,400

**Qualifications:** The position requires strong writing and critical thinking abilities and the successful candidate will be organized, detail-oriented, and able to multi-task across various projects.

Proficiency in MS Office and familiarity with SharePoint sites is required (however, SharePoint programming is not required). In addition, the intern should be able to relate well with diverse groups in industry and advocacy worlds. Note: a short writing exercise will be required for final candidates.
FTC STUDENT VOLUNTEER PROGRAM
Federal Trade Commission

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

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: The Federal Trade Commission (FTC) is a federal law enforcement agency. Its mission is to prevent business practices that are anticompetitive, deceptive, or unfair to consumers; to enhance informed consumer choice and public understanding of the competitive process; and to accomplish these missions without unduly burdening legitimate business activity. The FTC’s Office of the Executive Director (OED) supports American consumers by ensuring that the FTC’s lawyers and economists have the tools necessary to vigorously enforce the federal antitrust and consumer protection statutes and ensure that it remains one of the Best Places to work in the federal government. FTC Student Volunteers are highly successful, highly motivated undergraduate and graduate students who volunteer their time and talents to work on an unpaid basis with agency experts in budget and finance, human capital, information technology, records and facilities to help run the FTC on a day-to-day basis. Whatever the assignment, FTC Student Volunteers have the opportunity to:

- Gain hands-on experience in their chosen field;
- Engage in rewarding public service with a highly regarded federal agency;
- Learn about a career in government budget and finance, human capital management, information technology, or public administration;
- Obtain valuable work experience that may enhance their ability to obtain paying jobs in the future; and
- If approved by their university or college, obtain academic credit for the work performed.

WHO IS ELIGIBLE?

Students are eligible to participate as a FTC Student Volunteers if they:

- Are currently enrolled, at least half-time, in an accredited four-year college or university or an accredited graduate or professional program and are currently attending that institution;
- Have the permission of the institution at which they are enrolled to participate in the program;
- Are at least 16 years of age;
• Agree that the services performed will not be compensated by the FTC; and
• Are a U.S. citizen or are not U.S. citizens, but reside in the U.S. and are: (1) lawful permanent residents; or (2) non-immigrant aliens with F-1 or J-1 visa status, who are bona fide students residing in the U.S. solely to pursue a course of study at a recognized, approved institution of education. Foreign students may volunteer with the FTC if they have received permission to engage in Optional Practical Training (OPT), Curricular Practical Training (CPT) or Academic Training (AT). For more information and instructions, students should consult the international student advisor at their university.

The FTC hires and retains FTC Student Volunteers based upon their qualifications and performance. The FTC does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.

WHAT TYPES OF POSITIONS ARE AVAILABLE TO FTC STUDENT VOLUNTEERS?

FTC Student Volunteers work on projects related to their academic studies. These activities may run the gamut from project planning and management, to work using computer skills, to policy or other research projects.

FOR HOW LONG AND WHEN DO FTC STUDENT VOLUNTEERS WORK?

Most student volunteers will work for the FTC for a semester or summer break (at least three to four months). FTC Students Volunteers may work during the school year and/or during summer.

OTHER REQUIREMENTS/CRITICAL FACTORS?

FTC Students Volunteers must agree to adhere to FTC policies and procedures, complete all required training, and may be subject to security checks. Student Volunteers are not Federal employees and are neither covered by, nor entitled to: annual or sick leave; life or health insurance; retirement benefits; compensation for travel; or credit for federal service computation date. FTC Student Volunteers are covered under the Federal Employees Compensation Act, which authorizes compensation for work-related injuries and under the Federal Tort Claims Act, which protects them from liability for injury or damage to others while they are acting within the scope of their assigned duties.
HOW TO APPLY?

To apply for this program, the student must submit the following:

- A cover letter describing the individual’s interest in one or more of the following areas of work at the FTC: facilities management, finance, information technology services, human capital, records management, or project or program management.
- A current resume
- A current transcript (unofficial)
- A signed Volunteer Agreement

Applicants should submit these materials via email to: hrmoemployment@ftc.gov. The subject line of the e-mail should reach “FTC Student Volunteer Program”.

If you have questions, please call Alvina Brooks at 202-326-2323.

**Job Function:** Other

**Desired Class Level(s):** Freshman, Sophomore, Junior, Senior, Masters Candidate

**Qualifications:** Are currently enrolled, at least half-time, in an accredited four-year college or university or an accredited graduate or professional program and are currently attending that institution; have the permission of the institution at which they are enrolled to participate in the program; are at least 16 years of age; agree that the services performed will not be compensated by the FTC; and are a U.S. citizen or are not U.S. citizens, but reside in the U.S. and are: (1) lawful permanent residents; or (2) non-immigrant aliens with F-1 or J-1 visa status, who are bona fide students residing in the U.S. solely to pursue a course of study at a recognized, approved institution of education. Foreign students may volunteer with the FTC if they have received permission to engage in Optional Practical Training (OPT), Curricular Practical Training (CPT) or Academic Training (AT). For more information and instructions, students should consult the international student advisor at their university.
## Spring 2016 Health Policy Internship

**HCM Strategists**

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<tr>
<th>Position Type:</th>
<th>Internship (Fall or Spring Part-Time)</th>
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<tbody>
<tr>
<td>Desired Major</td>
<td>Public Health/Public Health (MPH), Public Health/Public Health Practice and Policy, Public Policy/Public Policy (GRAD), Public Policy/Policy Studies (Ph.D.)</td>
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<tr>
<td>Location:</td>
<td>Washington, District of Columbia (United States)</td>
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<tr>
<td>Description:</td>
<td>INTERNSHIP OPPORTUNITY – HEALTH HCM Strategists, LLC</td>
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Where: HCM Strategists, LLC  
1156 15th Street, NW, Suite 850  
Washington, D.C. 20005

When: Spring 2016; 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, two writing samples and a minimum of two professional references to intern@hcmstrategists.com with Spring 2016 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

Junior, Senior, Masters Candidate
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<tr>
<th>Desired Class Level(s):</th>
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<td><strong>Duration:</strong> Spring</td>
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<tr>
<td><strong>Approximate Hours Per Week:</strong></td>
<td>20-40</td>
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<tr>
<td><strong>Salary Level:</strong> $500 / month</td>
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**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.