University of Maryland
3 Job Postings For October 2015
Business Development Intern and Research Intern (Public Safety, Emergency, Terrorism, Global Health Security, Policy)
UNPAID
Nidus Analytical Services LLC

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

**Location:** Nationwide (United States)

**Description:** POSITION IS UNPAID
This will be a multi-disciplinary role to apply research and analytical skills. The individual(s) will responsible for providing support to global markets and provide support within specific sectors.

Research & Analytical:
- Conduct research and analysis on specific topic areas to develop domain experience
- Qualitative and quantitative research analysis skills desired
- Apply methodologies to conduct studies and analysis

Operational:
Domestic and International Business Development Research
- Utilize business tools to conduct business and market intelligence research on trends in sectors (ex. defense/national security, health, life science, technology) to incorporate into marketing plans and proposals

- Registering company information and tracking solicitations and tenders from US federal government, foreign governments, and not-for-profits (ex. World Bank, African Development Bank, United Nations), and private foundations.

- Formatting text for proposals and agreements

- Researching prospective meetings, managing, and updating calendar

- Representing company by attending academic, conferences, and think-tank meetings, and taking notes, and writing summaries

- Assisting in the developing marketing and training materials, brochures, presentations for targeted industries and sectors under guidance of business development manager

**Other Desirable Technical Skills: (Not Mandatory)**
- Individuals with advanced statistical analysis and predictive analytic interests for developing models
- Familiarity with technology trends
- Basic coding experience desirable
- Modeling and simulation experience
Supply chain management for international markets

What you will gain:
- International business development and market experience while working on international projects and engaging global prospective clients
- Develop networking skills by attending meetings on emerging topics and trends in different industries
- Private industry and government contractor experience
- Experience managing and executing individual tasks and projects
- Experience working for a company providing services in novel and emerging areas such as national security, law enforcement, homeland security, counterterrorism, counterproliferation, emergency preparedness and response, disaster management, and health policy
- Engage with international research institutes

**Job Function:** Agriculture/Natural Resources/Environment, Communication, Computer Science/Statistics, Consulting, Creative/Design/Multimedia, Engineering, Healthcare, Hospitality/Travel, Management/Administration, Marketing/Sales, Research, Sciences, Social Services

**Salary Level:** UNPAID
**Policy Internship**  
Environmental and Energy Study Institute (EESI)

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<thead>
<tr>
<th>Position Type:</th>
<th>Winter/January Term Internship</th>
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<tr>
<td>Location:</td>
<td>Washington, District of Columbia (United States)</td>
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**Description:**  

Assist EESI Staff with research and writing projects focusing on energy and environmentally-related policy issues including, but not limited to: climate change, sustainable transportation and green communities, smart growth, high performance green buildings, energy efficiency initiatives, renewable energy and other various topics as needed.

**Intern Responsibilities**
- Research, write, and edit articles and web content on a broad range of energy, environment, and US policy issues.
- Attend Congressional hearings, other legislative activities and scientific and policy briefings and share observations with staff verbally or in writing.
- Policy research and analysis, including budget, appropriations and current and upcoming legislation at the federal and state level.
- Research and draft program and legislative reports (fact sheets, white papers.)
- Assist with outreach, logistical preparation and execution of EESI sponsored Congressional briefings.
- Identify, monitor and report on relevant science, technology and policy issues.
- Update and maintain social media presence.
- Project-related administrative tasks as necessary.

**Intern Qualifications**
- Bachelor's or master's degree (or degree in progress) in a field directly related to environmental policy or public policy. (This requirement may be waived for candidates with demonstrated skill, experience, and interest in these fields.)
- Interest in environmental and energy issues, with particular enthusiasm for the communication of pertinent information to
policymakers and other interested parties.
• Strong writing and research skills; clear and concise writing is required for newsletters, hearing/briefing write-ups and facts sheets.
• Detail-oriented
• Self-starter, flexible and able to manage multiple tasks
• Open to feedback, with strong desire to develop professional skills
• Effective interpersonal communication skills
• Ability to work in a team or independently as needed
• Ability to represent EESI professionally at events on Capitol Hill
• Proficiency in Microsoft Office

Internship Application Requirements

This internship requires a commitment of 25-40 hours per week for 10-12 weeks, with a possible extension. You will work with EESI Staff on one or more program areas: Energy & Climate, Sustainable Transportation & Communities, High Performance Green Buildings, or Sustainable Biomass & Agriculture. Please specify in your cover letter if you have an interest in a specific program area of focus, or if you have specific qualifications for a particular program area. Please also specify the time period during which you seek to intern. Citizens of any nation, with a valid visa may apply. We offer a friendly, informal and progressive work environment.

To apply please submit the following to Alison Alford at aalford [at] eesi.org. Please include your name in the subject line of the e-mail:
• Cover letter explaining your interests, what you hope to gain, and what you can contribute during an internship with EESI. Please include any specific areas of interest in the energy and environmental field.
• Current resume
• Writing sample, two-to-five pages in length; can be an excerpt of longer paper.
• Unofficial transcript

Application deadline is Monday, November 2, 2015. Please include your name in the subject line of the e-mail. The position is unpaid, however, a transportation benefit is available. Thank you for your interest.
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<th>Other</th>
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Position Type: Internship (Fall or Spring Part-Time)

Desired Major(s): Behavioral and Social Sciences/Government and Politics, Behavioral and Social Sciences/Survey Methodology (GRAD), Computer, Mathematical, and Natural Sciences/Mathematics

Location: Washington, District of Columbia (United States)

Description: Organization Overview:
Pew Research Center is a nonpartisan fact tank that informs the public about the issues, attitudes and trends shaping America and the world. It conducts public opinion polling, demographic research, media content analysis and other empirical social science research in the areas of U.S. politics and policy views; media and journalism; internet and technology; science and society; religion and public life; Hispanic trends; global attitudes and U.S. social and demographic trends. Pew Research Center does not take policy positions. It is a subsidiary of The Pew Charitable Trusts. The Center's work is carried out by a staff of about 140.

Department Overview:
Pew Research Center's Politics research group studies American attitudes toward politics, the press and public policy issues. In this role it serves as a valuable information resource for political leaders, journalists, scholars and citizens. They conduct regular weekly and monthly polls on politics and major policy issues in the United States. In addition, the Center periodically fields major surveys on the news media and social issues.

Position Summary:
The Spring internship is a paid internship opportunity during the Spring academic semester of 2016 (beginning in January 2016) for undergraduate students in their junior or senior year, recent college graduates, or graduate level students with an interest in political polling or survey research. The intern will be expected to assist the research team on various aspects of the survey process, including questionnaire development, data management, statistical analysis, reporting of
survey results and quality control. For all of these tasks, attention to detail and individual judgment are critical in maintaining the highest standards of accuracy and impartiality.

Primary Responsibilities:
☐ Number checking, fact checking, proofing
☐ Data management, maintaining and reviewing internal files and databases
☐ Assisting in the production of Center reports; creating tables, charts and slides in MS Office suite.
☐ Assisting staff with special projects and related research, as necessary.

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<tr>
<th>Job Function:</th>
<th>Computer Science/Statistics, Research</th>
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<tr>
<td>Desired Class Level(s):</td>
<td>Junior, Senior, Masters Candidate, Recent Grad (up to 1 year out)</td>
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<td>Approximate Hours Per Week:</td>
<td>25</td>
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<tr>
<td>Salary Level:</td>
<td>$13/Hour</td>
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<th>Qualifications:</th>
<th>Education/Training/Experience:</th>
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<td>☐ College student either pursuing a Bachelor’s degree (and completed a minimum of their sophomore year) or a graduate degree or a recent college graduate (graduated in the past year).</td>
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<td>☐ Experience with data management and analysis in SPSS or other statistical software and at least one course in statistical methods.</td>
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<td>☐ Background in political science, sociology or related fields preferred.</td>
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Knowledge and Skill Requirements:
☐ A “numbers” person with strong quantitative and statistical skills.
☐ Experience with MS Word, Excel and PowerPoint.
☐ Interest in Americans politics and polling.
☐ Ability to balance numerous tasks simultaneously and meet tight deadlines.

Compensation:
This internship pays an hourly rate of $13, and applicants must be willing to commit to a minimum number of hours per week (no less than 25 hours per week, during regular business hours), with some flexibility around an academic course schedule.

Application Procedure:
A complete application will include the following required items:
☐ A cover letter highlighting your skills and describing in detail your quantitative and statistical experience, including use of specific statistical software programs (please also give an indication of your schedule, including what dates you are available).
☐ A resume.
☐ Undergraduate and graduate transcripts (unofficial transcripts are acceptable).
☐ Names and contact information for three academic or professional references.

Applicant should applications to careers@pewresearch.org. Responses can also be mailed to:

Human Resources Department
Pew Research Center
1615 L Street, NW Suite 800
Washington, DC 20036

Due to the volume of applications received, applicants will be notified only if they are selected for interviews.

We are an equal opportunity employer.