Sentinel Strategy and Policy Consulting Internship
The Sentinel HS Group, LLC

**Position Type:** Summer Internship

**Desired Major(s):** Business, Undergraduate Studies, Information Studies, Public Policy

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

**Description:** The Sentinel HS Group, LLC, is seeking a paid summer intern to support a variety of research projects as well as internal business operations. The Sentinel HS Group, LLC is an established strategic consulting firm located in Vienna, Virginia focused on providing advice and assistance on homeland security matters to the public and private sectors in the United States and abroad. The firm’s professional services touch on virtually all facets of homeland security, with a particular emphasis on border security, international trade and travel, customs, immigration, transportation, and intelligence—more information on our firm can be found at www.sentinelhs.com

Sentinel’s public sector practice advises U.S. and foreign government entities in the design and implementation of effective homeland security strategies and programs. The firm is engaged on projects relating to transportation and aviation security, border security, and the development of effective risk-assessment systems – systems that use electronic data, intelligence, and technology to separate high-risk and low-risk shipments and travelers.

Sentinel prides itself on doing mission-related work and supporting public service. This ethos is rooted in our own previous government service and is epitomized by the career of one of Sentinel’s senior principals, Judge Robert C. Bonner. Judge Bonner is a former U.S. Attorney, U.S. District Court Judge, Administrator of the Drug Enforcement Agency, and Commissioner of U.S. Customs/U.S. Customs and Border Protection, where Sentinel’s leadership team held senior positions. We are committed to providing services that advance U.S. and global security interests, and we continue to hire outstanding individuals with a variety of experiences who share in these professional goals. While many of us have worked within the Department of Homeland Security, the background and skills our recent hires bring to the firm include specialists in researching various threats, such as terrorist travel, organized crime, and nuclear non-proliferation, and quantitative analysts specializing in the application of advanced social science methods and applied statistics toward
solving homeland security challenges.

Job Description
Sentinel seeks an intern with strong research, writing, and organizational skills to provide research support for our public, private, and international sector businesses. The intern would also support key office functions related to office management and recruiting. We estimate the intern will spend approximately 80% of their time working on various research projects and the other 20% supporting key office functions.

Position Details and Requirements

Specific duties may include the following, but are heavily weighted on research-related projects.

- Performing a variety of research projects including but not limited to specific homeland security topics, business development, and market and competitor analyses. Research involves using open sources to find relevant data and information and synthesizing findings into either a written narrative or PowerPoint presentation.
- Recruiting support including:
  - Maintaining candidate tracking spreadsheets
  - Scheduling interviews
  - Shepherding candidates through the in-office interview process
  - Maintaining recruiting records (resumes, writing samples, transcripts, etc)
  - Posting position descriptions on academic recruiting sites
- Office management support, which may include copying or faxing, ordering supplies, and planning and coordinating firm events

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<thead>
<tr>
<th>Job Function:</th>
<th>Communication, Consulting, Research</th>
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<tbody>
<tr>
<td>Desired Class Level(s):</td>
<td>Junior, Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 3 years out)</td>
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<td>Duration:</td>
<td>summer (TBD)</td>
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<td>Approximate Hours Per Week:</td>
<td>40</td>
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<td>Salary Level:</td>
<td>commensurate with skills and experience</td>
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<tr>
<td>Qualifications:</td>
<td>An applicant for the position must meet the following requirements:</td>
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  - Coursework in a related field (e.g., Communications, Public Policy, Law, or International Relations)
  - A Junior in Undergraduate or any level in a Graduate program
  - Excellent research skills |
• Excellent communication skills (written and oral)
• Excellent interpersonal skills, including a high level of confidence and enthusiasm
International Programs Summer Semester Intern
National Conference of State Legislatures

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

Desired Major(s): Behavioral and Social Sciences/Government and Politics, Undergraduate Studies/Individual Studies, Public Policy/Public Policy (GRAD)

Location: Washington, District of Columbia (United States)

Description: The International Programs Department of the National Conference of State Legislatures (NCSL) is offering internships for the summer semester. The International Programs Department coordinates and provides technical assistance and study tours between U.S. state legislatures and international parliaments at the national and sub national levels. The Department conducts technical assistance projects, organizes conferences and holds briefings on subjects such as federalism, fiscal and public policy, and issues involving the legislative institution. In addition, the Department routinely organizes study tours both domestically and internationally for public officials focused on public policy and institutional capacity building. NCSL has been awarded many grants from several funders including the U.S. Department of State, the U.S. Agency for International Development (USAID) to provide legislative training and technical assistance in a variety of countries, including: Algeria, Argentina, Benin, Brazil, Chad, Côte d’Ivoire, Germany, Ghana, Hong Kong, Indonesia, Kyrgyzstan, Madagascar, Mali, Mexico, Mozambique, Niger, Nigeria, Qatar, Rwanda, and South Africa.

RESPONSIBILITIES
Interns may be asked to:
• perform administrative duties and provide general support for International Programs staff;
• conduct country and/or issue research relating to international relations;
• prepare background materials for international projects, study tours, and meetings;
• assist with programming and planning for study tours and technical assistance projects (including program design and logistical arrangements);
• accompany study tour delegations, as assigned; and
• provide research for, and help draft, grant proposals, budgets, program activities and reports.
**DURATION**
The internship offers flexible hours, but requires a minimum commitment of 20 hours (3-4 days) per week for a minimum of 3 months.

**UNPAID**
This is an unpaid internship position. NCSL is interested in students whose university or college departments will award academic credit for internships. Preference will be given to those who can obtain academic credit with their university or college.

**Job Function:** Administrative/Support Services, Research, Other

**Desired Class Level(s):** Sophomore, Junior, Senior, Masters Candidate, Recent Grad (up to 3 years out)

**Duration:** 3-4 days a week, 3-4 months overall

**Approximate Hours Per Week:** 20

**Qualifications:** Candidates should be working towards or have completed a B.A. and have strong computer and research experience. Candidates must demonstrate skill and competence in writing clearly, communicating orally and organizing complex assignments. We are particularly interested in those with Portuguese, Arabic and/or advanced French language skills.