

RESEARCH ASSISTANT INTERNSHIPS

The majority of the interns at the Woodrow Wilson International Center for Scholars serve as part-time research assistants who work 12-15 hours per week per visiting scholar. The number of hours can be adjusted accordingly to fulfill academic requirements. A position as a research assistant is particularly appropriate for students planning to move on to graduate studies, or for students wishing to develop a deeper understanding of their field of study.

Most scholars who come to the Wilson Center spend their time carrying out research, writing books, and making public presentations. Research assistants have the unique opportunity to network and work directly with these experts, as they examine issues of contemporary public policy or explore topics that provide the historical context behind today's public policy debates. Most research assistants at the Center work with university professors who are scholars at the Wilson Center while on leave from their home institutions. Other assistants may be assigned to journalists, present and former government officials (such as ambassadors) or, occasionally, to scholars from the private sector.

In support of the scholars, research assistants spend much of their time conducting online database research; analyzing and summarizing research materials; compiling bibliographies; proofreading and editing; verifying quotations and references; aiding in presentational tasks; and locating inter-library loan materials. There may be some administrative tasks involved, but such tasks will be limited. Consequently, a strong sense of responsibility and the ability to work with a minimum of supervision are strong assets. While at the Center, all interns are encouraged to go beyond their particular internship responsibilities and to attend numerous many panel discussions, conferences, symposia, and other meetings. Interns are also welcome to join staff and scholars during some social events.

Applicants must have a GPA of 3.0 or higher and be a current and/or recent graduate (within one calendar year), and/or have been accepted to enter an advanced degree program. Most interns are of at least senior undergraduate level, though strongly qualified juniors will be considered. Graduate students are eligible to apply.

Foreign language skills such as: Arabic, Chinese, French, Farsi/Persian, German, Hebrew, Hindi, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, etc. are sometimes useful. If you have some foreign language capabilities, please list your level of proficiency on your application form.

The Wilson Center is an equal opportunity employer and follows equal opportunity employment guidelines in the selection of its interns. Internships are open to all U.S. citizens and permanent residents and qualified international students. Foreign students are eligible to apply, but they must hold a valid F-1 or J-1 visa and appropriate work authorization. The Wilson Center does not sponsor visas for interns. All foreign students must obtain a work authorization letter from their Designated School Official or Responsible Officer for visas at their university stating that they are in valid immigration status and eligible to do an internship at the Center.

Many Research Assistant interns receive academic credit for their internship. A modest monthly stipend is available if the applicant does not have an external source of funding secured (e.g., a scholarship from a university).

Because of the large number of applicants, only those selected for an interview will be contacted. The internship application form can be found at:

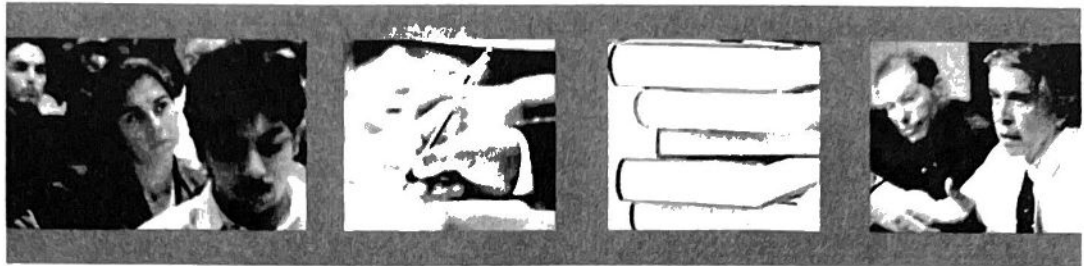
www.wilsoncenter.org/internships

The application consists of the WWICS Internship Application Form, Cover Letter, Resume, 3-to-5 page Writing Sample, 2 Letters of Recommendation, and Transcripts.

For more information, email: internships@wilsoncenter.org

Please visit our website to see the current deadlines.

Woodrow Wilson International Center for Scholars
1 Woodrow Wilson Center Plaza
1300 Pennsylvania Ave., NW
Washington, DC 20004-3027



STAFF ASSISTANT INTERNSHIPS

The Wilson Center also recruits interns to work in its various program, administrative, and communications offices.

These interns work alongside the Wilson Center staff and who have an interest in, coursework related to, and/or experience working on a variety of issues consistent with the work of our various offices, programs and projects.

The Center's staff internship appointments are generally made consistent with academic terms (i.e., Fall, Spring and Summer/three-to-four months); although appointments are made throughout the year for varying lengths of time. No internship will exceed one year in duration.

These internships are designed to provide the individuals selected with the opportunity for practical experience in an environment that successfully mixes academic study with public policy. The intern will gain valuable experience and, depending on the office, assignments might include: managing social media accounts; advertising; conference organization; library and internet research; assistance with the preparation of publications and outreach materials; and administrative assignments in support of Center activities. Internships also provide opportunities for those selected to attend events within the Wilson Center and around Washington.

Successful applicants should have: strong research and/or administrative skills; be detail-oriented; be able to work independently and collectively as part of group; and, be currently enrolled in an undergraduate/graduate degree program, a recent graduate (within one calendar year), and/or have been accepted to enter an advanced degree program. Some of our international programs might require candidates to possess a working knowledge of a foreign language.

The Center's Staff Assistant Internship program is fully compensated. All interns receive either an hourly wage, or secure an external source of funding prior to starting the internship. The number of hours can vary from 10 - 35 hours per week, depending on the office. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. The Wilson Center is an equal opportunity employer and follows equal opportunity employment guidelines in the selection of its interns. Internships are open to all U.S. citizens and permanent residents and qualified international students with F-1 or J-1 visas. An individual selected for a paid internship will be expected to present proper evidence establishing employability prior to being appointed.

For more information, visit:
www.wilsoncenter.org/internships

There are slightly different applications and deadlines and one must apply directly to a program or office:

BY REGION:

Africa Program
Asia Program
Brazil Institute
Canada Institute
China Environment Forum
Kennan Institute
Kissinger Institute on China and the U.S.
Korea Center
Latin American Program
Mexico Institute
Middle East Program
North Korea International Documentation Project
Polar Institute

BY TOPIC:

Cold War International History Project
Congressional Relations
Development Office
Director's Office
Environmental Change and Security Program
External Relations
History and Public Policy Program
Maternal Health Initiative
Science and Technology Innovation Program