

Asia Society Internship Opportunity

Location: Washington, D.C.
Department: Asia Society Policy Institute
Term: Spring Semester 2018

Announcement:

The Washington, D.C. office of the Asia Society Policy Institute is seeking exceptional interns with a demonstrated interest in social, political, and economic developments in Asia. The selected interns will directly support the Asia Society Policy Institute's senior leadership with their research agendas and programming in Washington, D.C. Ideal candidates will have strong research/writing skills and experience with office/event support. We are currently seeking interns in the following areas:

1. **Trade and Economics in the Asia-Pacific**—The selected candidate will work directly with the ASPI Vice President to support (with research, writing, and event coordination) a high-level initiative on the Asian trade agenda, which builds on a [report](#) published in March 2017. This position will also entail conducting independent research on emerging Asian economic trends, and drafting talking points and speeches for the Vice President.
2. **Security Issues in the Asia-Pacific**—The selected candidate will work directly with the Director for Asian Security and the security team to support research initiatives on Asian security strategy and regional architecture reform. This position requires a candidate who is comfortable with significant independent responsibility in coordinating with high-level current and former officials. The selected candidate will also provide writing and research support for the Director of Asian Security in drafting op-eds and research articles on a wide range of security and defense issues.

In addition to supporting a substantive research agenda, all ASPI policy interns will help provide staffing support for ASPI public programming and other logistical/office functions. ASPI's intern program incorporates regular professional development opportunities, including the opportunity to work one-on-one with a policy mentor to develop an independent research project over the course of the summer.



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Education and prior experience most suited for this internship:

Familiarity with Asia policy issues through previous academic study and/or internship experience; must have the ability to work independently; strong research, writing, and editing skills; excellent attention to detail; ability to meet tight deadlines; proficiency with Microsoft Office, and Social Media; flexibility with handling diverse tasks; U.S. government experience not required, but highly desirable.

Internships are **unpaid** positions. Please note that we do not provide visa support. Candidates are required to commit to a minimum of 12 weeks, and at least 24 hours per week. Full-time commitments are generally preferred.

How to apply:

Send email with **subject line: "Trade" or "Security" ASPI Spring Internship** to AsiaDC@asiasociety.org with the following attachments:

- 1) Cover Letter, indicating your interest in the position and the days and hours you are available to work
- 2) Resume
- 3) Writing sample (2–4 pages; abstracts are accepted) in Word or PDF format

Applications are accepted on a rolling basis.

Incomplete applications will not be considered. Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please.

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