

ARE YOU INTERESTED IN A RESEARCH INTERNSHIP?

The U.S.-China Economic & Security Review Commission (Commission) offers Internship opportunities based on the required workload of the Commission, which is generally on a semester basis. **Internships are filled as needed on a rolling basis.** Generally, the first session begins in mid-January and the second begins in July; however start and end dates are variable based on the Commission's needs. The Commission is dedicated to maintaining a diverse workforce with a wide variety of backgrounds and expertise

ABOUT THE COMMISSION:

The U.S.-China Economic and Security Review Commission was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.

The Commission's mandate is available at <http://www.uscc.gov/about/uscc-charter>

DUTIES AND RESPONSIBILITIES:

1. Research, monitor, and conduct analysis on developments primarily in China, Taiwan, and the western Pacific Region.
2. Work with Commission staff on planning and preparing for the Commission's public hearings, report editing sessions, and other meetings.
3. Attend seminars, meetings, and other events on behalf of the Commission, and write memorandum to Commissioners and staff members.
4. Monitor and report on current events and emerging topics-of-interest relating to the Commission's mandate through research and fact-checking.

REQUIREMENTS AND QUALIFICATIONS:

1. Must be a U.S. citizen, or have applied for U.S. citizenship and naturalization.
2. Must be current college junior or senior, or a recent graduate of an undergrad program.
3. Must have a minimum cumulative GPA of 3.0 (on a 4.0 scale) at the current or last institution attended.
4. Must have coursework in one or more of the following areas:
 - a. Economics & Trade: coursework with a focus on Chinese and/or broader Asian business, economics, and trade.
 - b. General Research: coursework with a focus on Chinese and/or broader Asian culture, society, and language.
 - c. Military & Security: coursework with a focus on Chinese and/or broader Asian international relations, foreign affairs, and security studies.

5. Chinese language skills – reading, writing, and/or speaking – are highly desirable.

Commission Internships are intellectually challenging and require individual initiative and an ability to monitor and report on current events and issues. Strong research and communications skills – writing and oral – are essential.

APPLICATION PERIODS

Applications are accepted throughout the year.

HOW TO APPLY

A complete application package containing **ALL** required documents, as described below, must be sent via email to Opportunities@uscc.gov. **Please send all documents in PDF format.** Incomplete packages will not be considered.

Your application package must include a:

1) COVER LETTER:

In the cover letter, please list the following in bullet format:

- a. Your basic contact information
 - i. Email address
 - ii. Most convenient phone number
 - iii. Permanent address
- b. Availability
 - i. Full-Time or Part-Time (include tentative work schedule & hours per week)
- c. Brief statement outlining your interest in the Commission and our Internship Program.
- d. Brief statement addressing your research skills, knowledge, and effective utilization of electronic and print information, especially sources regarding China, Taiwan, and the Asia-Pacific region.
- e. If you are interested in completing this internship **for-credit** with your academic institution, please answer the following:
 - i. Name of the program, or class, and the affiliated academic institution
 - ii. Contact information for a program administrator
 - iii. Start/End dates of registration
 - iv. Any other applicable information
- f. Provide concise, point-by-point responses to the following questions:
 - i. Are you a United States Citizen, or have you applied for U.S. citizenship and naturalization? If you have recently applied for U.S. citizenship and naturalization, please include: (a) date of citizenship if naturalized; and (b) if you have or have ever had a Federal security clearance identify the level and dates held.
 - ii. Are you proficient with using Microsoft Office Suite software applications, preferably Office 2007 versions of MSWord, Excel, and Outlook?
 - iii. What is your primary area of interest? (a) Economics & Trade; (b) Military, Security & Foreign Affairs; or, (c) General Research.

- iv. Are you able to read and/or speak Mandarin Chinese? If yes, please indicate which and at what level: (a) beginner, (b) intermediate, (c) advanced, (d) native fluency.
- v. Have you ever travelled, lived or worked in the People's Republic of China, Taiwan, or Hong Kong? If yes, please elaborate on where, when and the circumstances.
- vi. How did you hear about this position?

2) PROFESSIONAL RESUME:

- a. Be sure to include all applicable work history, educational achievements, completed coursework, special honors/awards, and anything else that you feel will help in our evaluation.

3) WRITING PROMPT:

- a. Discuss the three most important issues in U.S.-China relations today that relate to the Commission's legislative mandate as outlined at: <http://www.uscc.gov/about/uscc-charter>.
- b. Your submission must be your own work, not more than 3 pages, double spaced, and in 12-point font. Please include footnotes and sources for your work.

4) 2 LETTERS OF RECOMMENDATION:

- a. Please instruct your recommenders to email their letters directly to Opportunities@uscc.gov. Recommendations will be attached to their respective application upon submission. Include in your application email the names of your recommenders.

5) COPY OF ACADEMIC TRANSCRIPTS:

- a. Unofficial academic transcripts are acceptable. Please include the academic transcript from your current institution, or, for recent graduates, the transcript from the school last attended.

WHAT TO EXPECT AFTER APPLYING:

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. You will be contacted via phone and/or email if we wish to schedule a telephone interview.

OTHER IMPORTANT INFORMATION:

Research Interns are paid \$12.00 per hour. Successful applicants who are receiving credit for their Internship through an accredited academic program are not eligible for hourly compensation. The "Smart Benefits" transit subsidy program is available to all Interns. Consistent with 5 CFR Part 890, you may be eligible to participate in the Federal Employees Health Benefits Program.

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

Please send any questions regarding the program or application process to: Opportunities@uscc.gov.