

BROOKINGS | QUALITY. INDEPENDENCE. IMPACT.

INTERN
POSITION
DESCRIPTIONS

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Research Internship, Metropolitan Policy Program

Internship Summary

This summer internship, beginning in June 2019, is an opportunity for undergraduate students who have completed their sophomore year, recent college graduates or graduate students with an interest in workforce development to apply principles and theory learned in the classroom in a professional environment.

The intern will receive one-on-one mentoring and professional development opportunities from program scholars and staff throughout the internship.

Responsibilities

The intern will assist with research related tasks on metropolitan initiatives in the area of workforce development. Workforce development includes topics such as: human capital and strategies to increase the skills, employment, and earnings of current and future workers.

The intern will gain exposure to a broad set of economic policy topics while developing their analytical thinking and writing skills. Applicants should expect a range of responsibilities, broadly defined under the following categories:

General research and writing: The intern will assist with short-term research and other projects. Examples include research for policy memos, blog posts, or other work products. In addition, interns might be expected to analyze data and create graphs for papers, policy memos, presentations, and other items.

Long-term research: Working with the scholar/project team, the intern will help research potential topics and authors for future work.

Event Staffing: The intern may help prepare materials for events and work at various aspects of the event, such as registration.

Administrative: The applicant should be prepared to help with general office support, assist with special projects, and perform other duties as assigned.

Education/Knowledge/Skills

Graduate or undergraduate student (who has completed their sophomore year) working towards a degree in public policy, urban policy, economics statistics/mathematics, other social sciences, or related fields. Recent college graduates are also eligible to apply.

Knowledge of Excel, PowerPoint, ArcGIS, SAS, STATA, R, Python and/or SQL are recommended, but not required. Experience conducting qualitative and quantitative research is preferred.

Brookings is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law.

Research Internship, Economic Studies Program

Internship Summary

This summer internship, beginning in June 2019, is an opportunity for undergraduate students who have completed their sophomore year, recent college graduates or graduate students with an interest in economic policy to apply principles and theory learned in the classroom in a professional environment.

This summer we are offering an internship in the following areas:

Children and Families – The Center on Children and Families studies policies for the well-being of children and their parents, in order to find more effective means of addressing poverty, inequality and lack of opportunity in the U.S.

Fiscal and Monetary Policy - The Hutchins Center on Fiscal and Monetary Policy provides independent, non-partisan analysis of fiscal and monetary policy issues in order to further public understanding and to improve the quality and effectiveness of those policies.

Health Policy – The Center for Health Policy works to raise the quality and value of medical care, restructure provider payments, expand access to affordable health insurance, and leverage the benefits of innovation and information technology. Potential interns should have interest and course work in health policy.

Please specify your area of interest in your cover letter.

The intern will receive one-on-one mentoring and professional development opportunities from program scholars and staff throughout the internship.

Responsibilities

The intern will gain exposure to a broad set of economic policy topics while developing their analytical thinking and writing skills. Applicants should expect a range of responsibilities, broadly defined under the following categories:

General research and writing: The intern will assist with short-term research and other projects. Examples include research for policy memos, blog posts, or other work products. In addition, interns might be expected to analyze data and create graphs for papers, policy memos, presentations, and other items. Interns would help research potential topics and authors for future center/project work.

Long-term research: Working with the center/project team, the intern will help research potential topics and authors for future work.

Event Staffing: The intern may help prepare materials for events and work at various aspects of the event, such as registration.

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Administrative: The applicant should be prepared to help with general office support, assist with special projects, and perform other duties as assigned.

Education/Knowledge/Skills

Applicants should be pursuing an undergraduate degree in economics or in a related field like mathematics or statistics and should have strong writing and analytical skills. Applicants should have taken introductory microeconomics and macroeconomics. Coursework in statistics or econometrics is highly recommended. Applicants should be proficient using Microsoft Excel. Proficiency with STATA, or other statistical software, is preferred.

A successful applicant will have a strong team work ethic and a belief that no task is too big or too small.

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Research Internship, American Government & Congress, Governance Studies Program

Internship Summary

This summer internship, beginning in June 2019, is an opportunity for undergraduate students who have completed their sophomore year, recent college graduates, or graduate students with an interest in public policy and political science to apply principles and theory learned in the classroom in a professional environment.

The intern will receive one-on-one mentoring and professional development opportunities from program scholars and staff throughout the internship.

Responsibilities

The Intern will have an opportunity to learn a variety of research skills such as data collection, editing and general research support. The topic areas include, but are not limited to: Collecting, fact-checking, and helping to maintain *Vital Statistics on Congress*; Congress and congressional procedure; political polarization; congressional gridlock; reforming government; congressional oversight; taxation, including citizen attitudes about taxation, social welfare impacts of tax policy, voter registration, including the registration of underrepresented groups; survey methodology, data management and processing techniques, and data science principles.

Interns will have the opportunity to attend internal meetings, local think tank events, professional development workshops, and public Brookings events as well as participate on Brookings sports teams and network with other interns throughout the Institution.

Education/Knowledge/Skills

Graduate or undergraduate students (who have completed their sophomore year) working towards a degree in public policy, political science, or related fields are encouraged to apply.

Our most successful interns have a demonstrated interest in American politics and policy; congress and congressional reform; and/or electoral politics; strong writing, analytic and research skills; experience with fact-checking, summarizing new information, creating literature reviews; familiarity with data collection and data management.

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Research Internship, Foreign Policy Program

Internship Summary

This summer internship, beginning in June 2019, is an opportunity for undergraduate students who have completed their sophomore year, recent college graduates, or graduate students with an interest in foreign policy, particularly in issues related to U.S. foreign policy, international relations, and national security, to apply principles and theory learned in the classroom in a professional environment. The internship may include a focus on the international relations of Europe.

The intern will receive one-on-one mentoring and professional development opportunities from program scholars and staff throughout the internship.

Responsibilities

The intern will develop research skills and acquire in-depth knowledge by conducting research assistance. Interns will also develop practical work experience by managing events and projects related to issues pertaining to U.S. foreign policy. Research tasks may include developing short background papers for scholar use, maintaining datasets, and developing bibliographies. Interns will assist in proofreading, fact-checking, and editing project and research materials.

The intern will learn how a professional public policy institution develops, creates, and shares its scholarship with the public and policymakers. The intern may also gain first-hand experience in public policy and international affairs by assisting in the planning and implementation of meetings and events; and may provide general administrative support.

Education/Knowledge/Skills

Graduate or undergraduate students (who have completed their sophomore year) working toward a degree in international affairs, political science, strategic studies or related fields may apply. Applicants must have a strong understanding of research methods and event organization. Expertise or demonstrated knowledge of U.S. foreign policy, international relations, and national security is preferred, as is familiarity with leading individuals, both academics and practitioners, in these policy areas.

Successful candidates will demonstrate strong attention to detail, organizational skills, and the ability to work proactively and with individuals with high levels of seniority and responsibility.

Successful candidates will have experience conducting and synthesizing research and must demonstrate discretion as they will be working with high level information and individuals. Strong writing and data management skills are preferred. International experience and proficiency in a foreign language are welcome in a candidate.

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Research Internship, International Development, Global Economy & Development

Internship Summary

This summer internship, beginning in June 2019, is an opportunity for undergraduate students who have completed their sophomore year, recent college graduates, or graduate students with an interest in international development issues, to work with scholars in the *Development Assistance and Governance Initiative* at Brookings, to apply principles and theory learned in the classroom to research activities and methods in a professional setting.

The intern will receive one-on-one mentoring and professional development opportunities from program scholars and staff throughout the internship.

Responsibilities

The intern will have the opportunity to assist with a range of tasks, which may include quantitative data analysis, conducting literature reviews, providing summaries and descriptive analyses to identify emerging trends, and other writing or research support projects. The intern may also help facilitate meetings and events.

Education/Knowledge/Skills

Graduate or undergraduate student (who has completed their sophomore year) working towards a degree in international affairs, public policy or related fields. Candidates should have an interest, and some experience in, the fields of international development, global policy-making, and global poverty reduction efforts.

The intern will need a wide variety of quantitative and qualitative research skills. Must be able to find, read and synthesize information thoroughly and efficiently, respond to tight deadlines, and organize information with exceptional attention to detail. Excellent organization and communication skills - both written and oral, and the abilities to accomplish tasks efficiently and to collaborate with others are essential. Proficiency in Excel, Stata and SPSS is preferred.

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