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Research Assistant Internship Application

The Woodrow Wilson International Center for Scholars is looking for qualified students (advanced undergraduate or graduate) interested in being part-time research assistant interns in the Fall 2021 semester. An intern typically works 12-15 hours a week per scholar (the number of hours can be adjusted accordingly to fulfill academic requirements).

In support of the scholars, scholar interns spend much of their time searching for information using online academic databases or other publications. Other duties also include proofreading, editing, critiquing, checking references, compiling bibliographies, writing literature reviews, summarizing research materials, locating inter-library loan materials, and helping with software or presentations. There may be some administrative tasks involved like copying or filing, but such tasks will be limited. Consequently, a strong sense of responsibility and the ability to work with minimum supervision are strong assets. Foreign language skills are sometimes useful but are not required.

In addition, this program seeks to further the agency's mission by providing the recipient with an introduction to the relationship between the world of learning and the world of public affairs. The recipients, as future scholars and/or leaders, will be afforded the opportunity to experience first-hand the importance of engaging academics and public servants toward a common purpose. It is hoped that these opportunities to work with distinguished scholars and practitioners will add a valuable practicum experience to one's classroom training.

The priority deadline to apply is **5pm EST July 16th, 2021**. However, internship positions are open until filled, so it is strongly encouraged to apply as soon as possible.

The following reading and writing **foreign language skills** are useful and applicants should indicate their level of proficiency on the application form:

Arabic, Mandarin Chinese, Persian, Russian, Spanish, Japanese

The Wilson Center Internship Application Form, a current list of scholars seeking assistance, and detailed instructions can be found at:

<http://www.wilsoncenter.org/research-assistant-internships>

The application materials consist of:

- ❖ a completed Wilson Center Internship Application Form
- ❖ Cover Letter (indicating academic interests or areas of interest)
- ❖ Current Resume (indicating relevant coursework)
- ❖ 3-to-5 page Writing Sample or excerpt of a recent research paper with separate Works Cited page
- ❖ 2 Letters of Recommendation (do not have to be sealed by recommender); highlighting writing, research, and/or language skills would be helpful; *if you don't have recommendation letters readily available, please include three references
- ❖ Transcripts (unofficial copies are acceptable)



Please submit your application materials in **ONE COMPLETE PDF** with file named as **Last Name, First Name_RA Application**, subject line **RESEARCH ASSISTANT APPLICATION** via email to internships@wilsoncenter.org.

Applications that do not follow these instructions will not be considered.

Website: www.wilsoncenter.org/internships

Please Note:

- ❖ **Most interns are unpaid and doing an internship for academic credit.**
- ❖ **Because of the large number of applicants, only those selected for an interview will be contacted.**
- ❖ **Interviewed candidates will be contacted within approximately 4-6 weeks of the prescribed deadline. However, we may receive last minute intern requests from other scholars.**



Research Assistant Internship Application Form

Please complete this form and send it with your resume, cover letter, 3-to-5 page writing sample, 2 letters of recommendation (or a brief list of references), and transcripts.

Name:			
Full Legal Name (if different from above)*:			
<i>*For employment verification purposes</i>			
Pronouns (optional):			
Current address:		Until (date):	
Permanent address:			
Primary email address:			
Phone number:			
Academic institution:		Degree type:	
Year in school:		Graduation date:	
Major:	GPA:	Minor:	GPA:
Cumulative GPA:			
Availability dates for internship, start and end:			
Country of Citizenship:			
Visa status (if not U.S. Citizen):			
<i>*International students must include a work authorization letter from their Designated School Official or Responsible Visa Officer at their university stating that they are in valid immigration status and eligible to work.</i>			
Are you a participant in a “Washington semester program” through your university or career office? (Please specify program).			
Will you be receiving academic credit for the internship?			
Specify the number of hours available per week to assist scholar:			
Have you applied to other Wilson Center internships? (Please specify).			
<i>Note: To apply for a program/staff internship position, you would have to apply directly to an office.</i>			
The Center greatly values research abilities. Please name three news/information sources—newspapers, magazines, periodicals, or web—that you have used in your school work:			

Please list languages (written and spoken) and level of proficiency (basic, intermediate, or advanced):

Please give a brief (1-to-3 paragraph) description of your motivation for applying:

To assist us in matching your academic interests with those of our scholars, please select 3 research areas (by region or topic) that most interest you:

U.S. Elections	Africa	Other/not listed:
Environmental Change	Arctic/Antarctic	
Great Power Competition	Asia	
History and Public Policy	Central Asia/Eurasia	
Health Policy	Eastern Europe	
Human Rights	Latin America	
Identity Issues	Middle East/North Africa	
Rule of Law	North America	
Science and Technology	Post-Soviet Space	
Security Studies	Western Europe	

Please note any specific countries or specific scholars you are interested in working with:

Any additional information you would like the hiring team to consider: