



INTERNATIONAL STUDIES INTERNSHIP

DESCRIPTION

The Osgood Center for International Studies seeks full and/or part-time interns with an interest in international affairs, foreign policy, national security and/or global economic policy to assist with a variety of upcoming summer programs. The internship affords the student an opportunity to contribute to the delivery of high quality experiential programs as well as to gain academically from an exceptional professional experience.

Requirements:

- Currently enrolled in an institution of higher education, with interns seeking academic credit given higher priority for consideration.
- Interest in educational program coordination in the field of international studies
- Some background or study of international, national security, or global economic policy preferred
- Familiarity with experiential learning programs or simulations
- Demonstrated skill with some degree of program administration, including meeting planning, scheduling activities and logistics, contacting and assisting prospective speakers and attending to their needs, and accompanying small groups on educational site visits
- Experience working with people of diverse cultural backgrounds with some foreign language skills a plus
- Quick thinking, well organized, detail-oriented and sensitive to customer-service needs
- Demonstrated good communication skills and familiarity with the use of social media for promotion
- Flexibility with scheduling
- Ability to work independently and to meet established deadlines
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Responsibilities:

- Assist with the planning, administration, and execution of Osgood Center experiential learning programs. These include the Osgood Institute on the Global Economic and Security Order: Concepts, Conflict, and Cooperation and customized visits by U.S. and international students to learn about public policy in Washington, D.C.
- Contribute to other higher education program planning and assistance as needed
- Develop self-directed learning goals and a professional development plan to measure one's own learning progress and achievement
- Attend conferences, seminars, forums and other international-themed events to learn about issues relevant to Osgood Center programming

Other:

The position is unpaid, but a strong effort will be made to ensure the internship is worthy of academic credit and meets a student's home institution requirements if credit is sought for the internship. Start and end dates are flexible, but likely to begin by early June and last until early to mid-August.

HOW TO APPLY

alpert@osgoodcenter.org

<http://www.osgoodcenter.org>

How to apply

Please send your résumé with the names of at least two references and a cover letter stating your interest to Dr. Eugene Alpert, Vice President, Osgood Center, at Alpert@osgoodcenter.org. Consideration of applications will continue until the positions are filled. Consideration of internship positions will not begin until April 9.

BENEFITS

Interns can participate in program activities that they have arranged. This is an opportunity to meet and hear from a variety of leaders in the national and international arena. They also have the flexibility to develop their own learning objectives and choose activities that relate most closely to these goals.