Dr. Wiley’s Weekly Brief
The GW Political Science Department Undergraduate Newsletter

In this newsletter:
- Summer and Fall internship opportunities
- Upcoming events

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Paid Opportunities

The *NYC Department of Education's Office of Teacher Recruitment & Quality (TRQ)* is seeking a summer intern to work with TRQ's Strategy & Systems Development team from early June to late August 2014. The Data & Communications Intern will have a key role in managing and reporting on data collected through TRQ's Application Management System and online surveys, and will also assist in the creation and distribution of communications for prospective New York City teachers. Through this internship, the Data & Communications Intern will gain exposure to Human Resources at a large government organization and will have the opportunity to build strong skills in Microsoft Excel & Access, survey design & analysis, HTML, and more.

**The Role** Data & Communications Intern:
- Track registration and attendance to online webinars
- Re-structure and analyze data from surveys, Application Management System, and other sources
- Visualize data into compelling and engaging charts
- Code and distribute HTML email communications to prospective New York City teachers
- Research and share best practices for communications and quantitative & qualitative analysis
- Provide technical assistance before, during, and after online webinars
- Support TRQ staff with required operations at teacher recruitment events hosted off-site

*Please note: The Data & Communications Intern will work in the Department of Education’s Human Resources office building. This is not a school-based position.*

**QUALIFICATIONS**

**Minimum:** Currently enrolled in a Bachelor’s degree program with at least 2 years of coursework completed. Excellent written and verbal communication skills a must. Experience using Microsoft Excel for basic data analysis.

**Preferred:**
- Intermediate knowledge of Microsoft Excel (Pivot Tables, VLOOKUP function, etc.)
- Enrolled in public affairs, political science or related major
- Prior coursework in quantitative analysis
- Some background experience or interest in working with or in urban public schools

**COMPENSATION/WORK HOURS**
$15 per hour; 35 hours per week. Some evening hours will be required to support offsite teacher recruitment events.

**TO APPLY**
- Please submit cover letter and resume to Justin Mathews at jmathews2@schools.nyc.gov.
- All Interns selected for employment must be fingerprinted by the New York City Department of Education at their own expense.
SAGE Editorial Internship

SAGE is an international academic publisher of books, online reference products, journals, and textbooks across the social sciences. This summer internship opportunity is with the online editorial team, which publishes print and electronic content aimed primarily at college/university libraries. Interns will gain valuable experience learning about the publishing industry, while using what they are learning to great effect in helping us build our books and online reference products. The intern will provide support to a team of editors and product managers.

While print books will be a component of the intern’s workload, particular focus will be on the development of new electronic reference products. Interns will spend a significant amount of their time working with political and demographic data. While no specific data software or data processing experience is required, applicants should be comfortable using Excel.

Responsibilities include, but are not limited to:
- carrying out market research
- researching new content acquisitions
- harvesting and manipulating data
- fact checking
- web site usability and content testing
- reviewing and preparing content for print and online products

We are looking for someone who is extremely detail-oriented, can work independently, and is a good researcher. We can offer 30 hours per week through August and interns will be expected to work at SAGE’s office in DC’s West End. This is a paid internship.

Please send your resume and cover letter to Andrew Boney at aboney@cqpress.com.
Call for Applications: A Research Introduction to the Holocaust in the Soviet Union

January 5–9, 2015 | Washington, DC
Applications due September 30, 2014.

The Jack, Joseph and Morton Mandel Center for Advanced Holocaust Studies at the United States Holocaust Memorial Museum invites applications for the seminar “A Research Introduction to the Holocaust in the Soviet Union.” This seminar will be held between January 5 and 9, 2015, at the United States Holocaust Memorial Museum in Washington, DC.

The objective of the seminar is to acquaint advanced undergraduate, MA, and early PhD students with the central topics, issues, and sources related to the study of the Holocaust in the Soviet Union, including mass shootings, evacuation and rescue, forced labor, and issues of commemoration and memory. Mandel Center scholars will lead discussions, and the seminar will include group analysis of many of the types of primary source material available in the Museum’s collections. In addition, participants will have the opportunity to explore the Museum’s extensive library, archival, and other collections.

The Museum welcomes applications from advanced undergraduates, MA, or early PhD students who are enrolled in relevant academic disciplines at North American colleges and universities. Applications must be submitted in English and include: (1) a recommendation letter from a faculty member in the applicant’s department that addresses the applicant’s potential and relevant interests, background, training, and qualifications (including previous coursework, projects, publications, or language study); (2) a letter of intent from the applicant discussing his/her interest in the Holocaust in the Soviet Union; and (3) a current curriculum vitae that lists related coursework, research papers, academic presentations, and includes a qualitative description of the candidate’s foreign language skills.

Participants are required to attend the full duration of the seminar, which will end at noon on Friday, January 9. A maximum of 20 participants will be accepted. Awards include (1) a stipend toward the cost of direct travel to and from each participant’s home institution and Washington, DC; (2) shared lodging for the seminar’s duration; and (3) $250 toward the cost of meals, local transit, luggage surcharges, and other incidental expenses, which will be distributed after the seminar’s conclusion via direct deposit. Local participants from the Baltimore-Washington metropolitan area will receive a stipend of $125 for the week.

Application materials may be sent by mail, fax, or e-mail attachment to:

Elana Jakel, PhD
Program Director of the Initiative for the Study of Ukrainian Jewry
Jack, Joseph and Morton Mandel Center for Advanced Holocaust Studies
United States Holocaust Memorial Museum
100 Raoul Wallenberg Place, SW
Washington, DC 20024-2126
(tel) 202.314.7814

Faculty recommendations must be signed letters of nomination on their institution’s letterhead under a separate cover. All application materials must be received by Tuesday, September 30, 2014. Selected participants will be notified by November 1, 2014.

http://www.ushmm.org/research/scholarly-presentations/conferences/soviet-union-seminar
Volunteer Opportunity:  
The White House Summit On Working Families  
June 22-23, 2014  
The Omni Hotel, Washington, D.C.

Event-based communications firm Chris Wayne & Associates is looking for sharp, self-motivated and outgoing students and interns to volunteer for The White House Summit On Working Families, which will be held at the Omni Hotel, in Washington D.C.

On June 23, 2014, the White House Council on Women and Girls, the Department of Labor (DOL), and the Center for American Progress (CAP) will host a Summit on Working Families to focus on creating a 21\textsuperscript{st} workplace that works for all Americans. Workplaces that make full use of the talented pool of American workers are essential to a thriving and healthy economy, to enable businesses to stay competitive in today's global economy, and to help all workers ensure the economic stability of their families.

Attendees of this summit will have the opportunity to hear about the primary issues facing the working family, such as the exploration of the pathways to quality employment, keeping workers in good jobs, and creating opportunities to succeed and advance in the workplace.

Volunteer responsibilities for the event include but are not limited to the following:
- Speaker Management  
- Badge checking  
- Microphone Running  
- Registration  
- Ushers

Volunteer shift lengths for Sunday the 22nd will be approximately four hours, with shift times ranging from 10am-2pm, 1:30pm-5:30pm, & 5pm-8pm. Volunteers are encouraged to sign up for more than one shift, and special accommodations can be made if you are unable to attend the full shift.

Volunteer shift lengths for Monday the 22nd will range from approximately 7am-5pm. A mandatory volunteer meeting for those volunteering on Monday the 23\textsuperscript{rd} will take place on Sunday, June 22\textsuperscript{nd} at 5:00pm. If you are unable to attend the meeting, please plan to arrive at your first shift 15 minutes early. If you are interested in becoming a volunteer for this event, sign up by following this link: http://bit.ly/1koqLQH

This is a very high profile and complex event that would not be possible without the help of dedicated, professional volunteers. We are very excited for this event and know that it will provide a unique opportunity for you. Feel free to forward this information to anyone who may be interested in volunteering!
NEW POSTING!!

IPD Institute for Peace & Dialogue

International Summer Academy in Peace-building & Intercultural Dialogue

Call for Participants

17-27 August 2014 Baar, Switzerland

Are you interested in learning skills in Peace-Methods, Mediation, Intercultural Dialogue, Confidence Building and Conflict-Solution that can arise everywhere?

We offer you an informative and essential 11-days training with international experts, who are professionals in their fields and where you will get the knowledge to see the world from another perspective, which will help you to capture certain things in a positive way.

For more details please visit our webpage: http://www.ipd institute.ch/International-Summer-Academy-2014/
or send an email to fhuseynli@ipd institute.ch

Institute for Peace and Dialogue (IPD) is an independent, international non-profit and non-religious institute located in Lucerne, Switzerland where it dedicates itself in the promotion of the prevention of conflicts between and within states by strengthening institutional dialogue between civil societies, international peace- and state institutions. To achieve its purpose, IPD can provide its beneficiaries with institutional broad research-survey outputs, publication of educational materials, implementation of academic-scientific programs, carrying out mediation, negotiation, reconciliation initiatives as well as reports.

We will be Glad to See You Among Us
Internships

The Initiative for Global Development (IGD) works to drive global poverty reduction by advancing catalytic business growth and investment in the developing world. We bring together an influential network of CEOs and senior executives with the interest and capacity to make strategic investments in high-need, high-potential regions, with a current focus on Africa. Working together, IGD fosters global connections, shares frontier market knowledge and insight, and promotes business-driven development to create economic growth and opportunity that improves the lives of the poor.

We are seeking qualified candidates for our Summer Internships in Communications and Business Development.

Applicants are encouraged to submit their applications as soon as possible. The internship is from June - August 2014. Visit IGD Career page at: http://www.igdleaders.org/about/careers/

INTERN WITH DNC!
The Department of Technology at the Democratic National Committee is recruiting interns to work on a variety of data analysis and engineering projects over the coming months at its headquarters in DC. This is a good opportunity for current students or recent grads with a variety of methodological backgrounds (e.g., statistics, econometrics, experimental research, programming) to get hands-on experience doing applied political research.

The specifics of our interns’ roles will depend upon each individual’s particular strengths and interests. Interns will have the opportunity to work with massive and complex political datasets and using them to build predictive models, develop innovative survey tools, and translate the results of our analyses into actionable information for end users. We are especially interested in candidates who will be available this summer.

More details about the position and instructions about how to apply can be found here: http://my.democrats.org/tech-internship
Summer Internship Program at Revolution Agency

Gain valuable first-hand experience in preparation for a career in public relations, communications and/or politics by interning with the boutique public affairs and advertising agency. Since Revolution is a fast-paced environment with a small staff, capable interns can make as much as they want out of the experience and gain real, transferable skills. Responsibilities include, but are not limited to tracking media coverage, coordinating the firm's social media activities, updating and maintaining contact lists, distributing agency reports, drafting memos, developing client analytics, correspondence and updating the agency's online profile. Additionally, general research and administrative tasks will be part of the daily work regimen.

Application Process

Revolution seeks interns whose work ethic and personal ambition rank among the highest quality of students. Candidates should be hard working, very detail orientated, and possess a strong interest in developing their research, writing, and communication skills. Prospective candidates should send a resume and cover letter to the attention of “Intern Coordinator” at: employment@revolution-agency.com. Once an application is received, a short 20-minute telephone interview will be scheduled with the applicant. There is no deadline for internship applications. Revolution accepts students for fall, winter, spring and summer terms; however, a 75-day commitment is required. Space is limited.

Revolution Agency - Background Information

Revolution Agency is an Alexandria, Virginia based consulting firm specializing in strategic counseling, public affairs management, advertising and digital/social media services. Revolution’s principal clients are associations, interest groups and Fortune 500 corporations with public advocacy interests. The agency competency is the design, implementation and ongoing management of advocacy campaigns in the public arena.

> For more information, please visit www.revolution-agency.com.