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

In this newsletter:
- Fall and spring internships
- Upcoming events
- Publication opportunities

Follow Us On Facebook! http://www.facebook.com/GWPoliticalScience
Follow Us On Instagram! @GWU_PSC
Paid Opportunities

Become an online tutor in your favorite subjects, and teach whenever you want. As an InstaEDU tutor, you set your own schedule, make $20/hour, and work from wherever is convenient for you (dorm, apartment, library).

How does it work? We'll send tutoring requests your way whenever you're online. If you're available, just accept to instantly launch into an online lesson with a student. You can also set up scheduled lessons when it's convenient for you. Work with students of all levels and subjects, and make a extra cash while you do.

Signing up is easy and takes less than 10 minutes! Just visit http://instaedu.com/become-a-tutor and follow a few quick steps. If you have any questions about tutoring with InstaEDU, please email sophie@instaedu.com.
NEW POSTING!!

RESEARCH FELLOW, STANFORD LAW SCHOOL (Fixed term) *multi-job posting

Commitment: Full-time, starting Spring/Summer 2015. Fellowships last for one year, with an option to renew for a second year by mutual agreement of the professor and the fellow.

Description:
Assist with the research of Professors John J. Donohue, Daniel Ho, Daniel Kessler, and Alison Morantz at Stanford Law School. Designed for graduating seniors or recent college graduates, fellowships provide a unique opportunity for those considering graduate school, law school, and/or business school in the future.

Prior Research Fellows have matriculated to Ph.D. programs at Harvard, Stanford, Yale, and MIT, and law school at Harvard, Yale, Stanford, and Columbia. They have been drawn from a variety of undergraduate disciplines, including economics, political science, applied math, public policy, statistics, and computer science.

Successful applicants will be matched with a specific professor based on background and interests. As full-time Stanford University employees, fellows will receive a competitive salary and benefits package, including full medical and dental insurance, access to campus athletic and academic facilities, paid vacation time, professional development funds, and the capacity to audit Stanford courses and attend on-campus lectures and seminars free of charge.

Job responsibilities will vary by position, but involve all aspects of the research process including:
- Conceptualization of suitable empirical methodologies and models
- Collecting, managing, and structuring quantitative datasets
- Statistical analyses of complex datasets and interpretation of results
- Communication with government officials, industry stakeholders, and research collaborators
- Report writing and manuscript preparation

Job qualifications:
Bachelor’s degree, preferably in the social sciences, mathematics, or another relevant field; Experience in a quantitative discipline such as economics, political science, statistics, applied math or engineering; Programming experience in Stata, SAS, R, Python or other languages is preferred, but not required

How to apply:
There will be two rounds of application review. The deadline for the first round is 11:59PM PST on Sunday, December 7, 2014. The deadline for the second round is 11:59PM PST on Sunday, February 1, 2015. Applications will be evaluated on a rolling basis and preference will be given to first-round applicants. Please note this position is not visa sponsorship eligible, but applicants with OPT are eligible for this position. To apply, please do both of the following:

(1) Apply online at [http://forms.law.stanford.edu/fellows/application](http://forms.law.stanford.edu/fellows/application). Upload a brief cover letter explaining your interest in the position, a resume, an unofficial transcript, a short academic writing sample, and at least two references with contact information. The writing sample should be an academic paper, preferably empirical or social science-related. Standardized test scores (e.g. GRE, LSAT, GMAT) will be considered, but are not required.

(2) Submit your resume online via the Stanford jobs website [https://stanfordcareers.stanford.edu/job-search](https://stanfordcareers.stanford.edu/job-search) – enter the job number 64432 in the keyword search field to locate this job posting and apply.

If you have any additional comments or questions, please e-mail fellows@law.stanford.edu.
Experience the Arts with a Paid Spring Internship at Wolf Trap!

Applications for Spring 2015 are due Nov 1.

- Positions are paid, part-time (18-21 hours/week), and 12-weeks long. Full-time positions available.
- Gain project-based training and experience.
- Work with staff and other interns on meaningful projects as an integral part of the Wolf Trap team.
- Interact with Wolf Trap board members, patrons, and business leaders.
- Flexible start and end dates.
- Housing is the responsibility of the intern.
- Wolf Trap Foundation is accessible by public transit, though personal transportation is recommended.

SPRING INTERNSHIPS:

Production and Sound Communications and Marketing
- Public Relations
- Marketing/Social Media
- Advertising Sales/Group Sales
- Creative Copywriting
- Graphic Design
- Web Communications

Development
- Donor Relations*
- Special Events/Rentals Events*

Education Institute

For more information, see:
Take part in Booz Allen’s GW Student Week October 20-24

We’re excited to invite you to participate in the firm’s George Washington University Student Week activities via our Booz Allen Hamilton Student Hub on LinkedIn.

Starting October 20th, Booz Allen GW alumni will actively engage in discussions with students, and there will be opportunities for students to interact with consulting staff from across the firm during a live panel session.

At Booz Allen, we believe in vision and passion. Being part of something bigger than a company or job matters to our employees. Our professionals help some of the most widely recognized organizations in government and industry succeed, enhancing the security, economic well-being, health, and safety of people in our nation and around the world.

We encourage you to share this message with staff and students and look forward to their participation throughout the week of October 20. If you have any further questions please contact Chris Carlson or Jessica Koers.

Webinars:

We’re also always evolving our interactive Webinars for students, who can visit our Events page to stay in the know and register for future events and Webinars to help them start their careers ahead of the curve.
NEW POSTING!!

Please join the U.S. Department of State for a Foreign Policy Classroom on:

Foreign Policy Challenges and Opportunities in U.S.-Africa Relations

Bureau of African Affairs

Date: Wednesday, October 22
Time: 3:00-4:00 p.m.
Check in will begin at 2:30 p.m. Please arrive no later than 2:50 p.m. to allow time to pass through security and registration.

Location: U.S Department of State, 21st Street Entrance
George C. Marshall Auditorium, HST
Enter through the 21st street entrance, between C and D ST
Bring photo ID

In order to attend, please RSVP to foreignpolicyclassroom@state.gov with your full name, university, date of birth, driver’s license with state OR passport number with country by Tuesday, October 21 at 3pm.

This program is closed to the press and is not for recording or publication.
NEW POSTING!!

THE NATIONAL CAPITAL-AREA POLITICAL SCIENCE ASSOCIATION

Delaware • District of Columbia • Maryland • Pennsylvania • Virginia • West Virginia

presents

THE 2014 MIDTERM ELECTIONS:
WHO WILL WIN? AND WHY?

Thursday, October 23
7:30-9:00 pm
Marvin Center Amphitheater
800 21st NW, 3rd Floor

Nate Cohn, New York Times

Sean Theriault, University of Texas at Austin

Karen Tumulty, Washington Post

David Wasserman, Cook Political Report

moderated by

John Sides, George Washington University
The American Political Science Association is accepting applications for the:

**2015-2016 APSA Minority Fellows Program**
([http://www.apsanet.org/mfp](http://www.apsanet.org/mfp))

**Application deadline: October 24, 2014**
Celebrating 45 years of the APSA Minority Fellows Program! The Minority Fellows Program is designed for minority or under-represented students applying to doctoral programs in political science for the Fall 2015. Send questions to kmealy@apsanet.org.

NEW POSTING!!
GW Phi Alpha Delta Pre-Law Fraternity is pleased to announce that our fall keynote speaker will be Bill Carter, who will be speaking in the Marvin Amphitheater at 7PM on Tuesday, October 21. Bill Carter has led a fascinating life as a Secret Service agent for John F. Kennedy and Lyndon Johnson, criminal defense attorney, Democratic Party strategist, and artist manager. He has worked with greats like the Rolling Stones, Reba McEntire, Steve McQueen, David Bowie, FedEx founder Fred Smith, Ted Kennedy, and others. Mr. Carter’s speech will be followed by a Q&A session and book signing. It will be a great event, and it’s general admission, so be sure to get there early for a good seat. Bring anyone you know who is interested in law, politics, or artist management.

Claim your free tickets [here](http://www.billcarteronline.com). For more information about Bill Carter or to purchase his book *Get Carter* for the book signing, visit [www.billcarteronline.com](http://www.billcarteronline.com). For more information about Phi Alpha Delta Pre-Law Fraternity, visit [www.gwupad.com](http://www.gwupad.com) or email us at gwupad@gmail.com.

NEW POSTING!!
George Washington University Strategic Crisis Simulations is hosting our next simulation October 25th, 2014. *Contested Crescent: A Simulation of Political Tension and Regional Influence in Iraq* will look at the steps that policymakers must take to facilitate continued progress in the region, and to ensure that the current crisis does not result in a catastrophic backslide.

Participants will work with all the regional actors, both state and non-state, to develop a comprehensive and multilateral government response to issues as disparate as internally displaced persons, terrorism, insurgency, government reform and elections, and traditional interstate conflict. They will grapple with serious questions of U.S. national interest, develop policies to pursue based upon their decided objectives, and attempt to determine optimal responses to a variety of crisis situations. Other participants may find themselves planning, and potentially executing, complex military operations or humanitarian assistance and development programs.

To register, go to [http://go.gwu.edu/contestedcrescent](http://go.gwu.edu/contestedcrescent).
MEDIA & COMMUNICATIONS
Week—October 20-30

MONDAY, OCTOBER 20
Networking with a Purpose
12noon-1pm | Marvin Center 301

Media, Journalism & Public Affairs
Employer Meet & Greet
3:30 - 6:30pm | Marvin Center Ballrooms

WEDNESDAY, OCTOBER 22
Fox News Information Session
6:15-7:15pm | Duques 553

How Do I Become a Public
Communications Consultant?
6:30pm-8pm | Alumni House

THURSDAY, OCTOBER 23
Google Information Sessions
Afternoon Session:
12noon-1pm | Marvin Center 308
Evening Session: 6-7pm | Marvin Center 309

CNN/Turner Information Session
4-5pm | Marvin Center 309

Students must RSVP
for all programs
via GWork: http://gwork.gwu.edu

GW | Center for
Career Services

MONDAY, OCTOBER 27
Communicating Your Brand to Employers
5-6pm | Marvin Center 307

TUESDAY, OCTOBER 28
Employer-in-Residence: Washington Post
10am-2pm | Marvin Center 505

SmartBrief Site Visit
12-3pm | Marvin Center 538

WEDNESDAY, OCTOBER 29
Sony Information Session
2-3pm | Virtual Event

THURSDAY, OCTOBER 30
APCO Worldwide Site Visit
11am-1pm | Marvin Center 538

Navigating a Career in the Entertainment Industry presented by
Entertainment Industry College Outreach Program
4:30-5:30pm | Marvin Center Amphitheater

DreamWorks, CBS & Academy of Television
Arts & Sciences Panel/Recruitment Session
5:30 - 7:30pm | Marvin Center Amphitheater

More info: gwcareercenter@gwu.edu
   http://careerservices.gwu.edu
Annual Faculty Awards: Call for Nominations

We are pleased to announce the nomination process for this year’s GW faculty awards! GW is truly fortunate to have distinguished faculty with diverse interests and talents. Each year the university honors professors who have done extraordinary work with the Oscar and Shoshana Trachtenberg Prizes for Teaching, Scholarship, and University Service, the Bender Teaching Awards and the Philip J. Amsterdam Graduate Teaching Awards. These awards are given annually to commemorate excellence in teaching, research and service at GW. Nominations for all awards are due by **November 24**, and supporting materials must be submitted by January 23. All nominations must be submitted through the UTLC website.

Please consider taking a few minutes to nominate an outstanding professor or colleague. The awards and nomination processes are briefly described below. For more details on nomination materials and criteria, please click on the links below, or visit [tlc.provost.gwu.edu/awards](http://tlc.provost.gwu.edu/awards).

- **Trachtenberg Prizes:**
  - **Trachtenberg Teaching Prize:** This prize is given to a tenured member of the faculty who regularly teaches undergraduate students and who has demonstrated excellence in teaching. Nominations must be made by an undergraduate student via the UTLC website. Department chairs will be informed about the nominations enabling them to develop the supporting materials for submission to the UTLC.
  - **Trachtenberg Scholarship Prize (Research):** This prize is given to any tenured member of the faculty who has excelled in scholarship. Nominations may be made by faculty, students or administrators via the UTLC website. Deans will be informed about the nominations enabling them to develop supporting materials for submission to the Office of the Vice President for Research.
  - **Trachtenberg Service Prize:** This prize is given to any tenured member of the faculty who has performed extraordinary service for the university. Nominations may be made by faculty, students or administrators via the UTLC website. Nominators will be required to submit the required supporting documentation to the Vice Provost for Faculty Affairs.

- **Bender Awards:** This prize is given to a GW full-time or part-time faculty member who has taught for at least 2 years. Nominations may be made by the candidate or a department chair, colleague or student, via the UTLC website. Department Chairs will be informed about the nominations enabling them to develop the supporting materials for submission to the UTLC.

- **Amsterdam Awards:** Graduate Teaching Assistants may be nominated by any GW student, faculty member, department or program. Graduate students who have had at least three semesters of GTA experience are eligible for this award; instructional assistants (IAs) are also eligible if their work has been in a teaching capacity. Please submit your nomination via the UTLC website. Department Chairs will be informed about the nominations enabling them to develop the supporting materials for submission to the UTLC.
Women In Government (WIG) is continuing the Future Women In Government leadership program at our *Fifth Annual Healthcare Summit* taking place November 13-15 in Washington DC.

The purpose of the program is to demonstrate hands-on leadership and mentoring for the next generation of women civic and political leaders. Impetus for this program came from the “Teach a Girl to Lead” project sponsored by the Center for American Women and Politics at Rutgers University and the goals of the White House Council on Women and Girls Leadership. This program will give undergraduate students a chance to connect with state legislators from across the country and leaders in the private sector to facilitate a deeper discussion on women in leadership.

We ask that participants join us for our programming all day Friday, November 14, including breakfast, lunch, and dinner, and half a day on Saturday, November 14 including breakfast. Participant’s conference costs will be underwritten by WIG (i.e., registration, parking, and meals). You must be a student (undergraduate or graduate) in the Washington DC area during this time period and be able to attend the full program through Saturday if selected. WIG will not provide overnight hotel accommodations.

We have room for seven interested participants, and hope to have young women who are engaged and passionate about leadership. Please send any questions you may have and your completed application to Alyssa Jones at ajones@womeningovernment.org (email Kelly at kbauer2@gwu.edu for the application).

NEW POSTING!!

The *IAPSS World Congress* is IAPSS’ largest annual event and will be taking place from *April 14th-18th, 2015 in London, UK*. The topic of the conference will be “The Politics of Conflict and Cooperation”. The conference will bring together young researchers and students of political science and related disciplines from all over the world.

We have officially launched our call for papers for this conference and we would warmly like to invite everyone interested to submit all relevant abstracts and documents to us by **November 1st**! Here you can find the link for the call for papers: [www.iapss.org/worldcongress/call-for-papers](http://www.iapss.org/worldcongress/call-for-papers)

We look forward to receiving your abstracts and hope to welcome you in London in 2015! Stay tuned about what is happening regarding the congress at [www.iapss.org/worldcongress](http://www.iapss.org/worldcongress) or join us here on Facebook: [https://www.facebook.com/IAPSSWorldCongress?fref=ts](https://www.facebook.com/IAPSSWorldCongress?fref=ts)
NEW POSTING!!

Become a TEACHER At GSEHD
NO ALTERNATIVE FOR EXCELLENCE IN TEACHING

SECONDARY EDUCATION

Prepare to become a middle or high school teacher (grades 7-12) combining content knowledge with an understanding for teaching methods, learning context, and skills critical for developing reflective and engaged citizens.

Teaching is socially significant work for talented STEM field and liberal arts graduates. Focus on community-engaged teaching with experiences in urban and suburban schools and out-of-school community-based organizations. Use disciplinary expertise as a starting point for constructing your knowledge for teaching. Reflect on what works in contemporary school settings as you move toward the kind of teaching and teacher-leadership roles needed in the schools of the future.

Learn More

**OCTOBER 21, 12:15PM**
Duques Hall, Room 620
RSVP: reismanj@gwu.edu

**OCTOBER 21, 5:15PM**
Duques Hall, Room 620
RSVP: reismanj@gwu.edu

**NOVEMBER 19, 6:00PM**
Ask questions and learn from alumni
Duques Hall, Room TBD
RSVP: reismanj@gwu.edu

GW GSEHD 202.994.9283 gsehd.gwu.edu
NEW POSTING!!

European Academy of Diplomacy
International Programs Schedule

The European Academy of Diplomacy is proud to announce the new International Program Schedule which will cover specialized programs on Eastern Partnership, Diplomatic Skills and Visegrad cooperation. For more information please visit one of the links below:

- European Diplomacy Workshop: Eastern Partnership | 1 - 6 December 2014
- School of Fundamental Diplomatic Skills | 2 - 6 February 2015
- Visegrad School of Political Studies | March - September 2015
- Visegrad School of Political Studies Meets Eastern Partnership | 22 - 26 June 2015
Internships

NEW POSTING!!

The Cold War International History Project at the Woodrow Wilson Center in Washington, DC is accepting internship applications for spring 2015. The application deadline is 15 November.

Background
The Cold War International History Project supports the full and prompt release of historical materials by governments on all sides of the Cold War, and seeks to accelerate the process of integrating new sources, materials and perspectives from the former "communist bloc" with the historiography of the Cold War which has been written over the past few decades largely by Western scholars reliant on Western archival sources. It also seeks to transcend barriers of language, geography, and regional specialization to create new links among scholars interested in Cold War history.

Interns at the Project will assist with research at archives and libraries, editing document manuscripts, publishing, translating, and disseminating CWIHP bulletins and working papers, coordinating scholarly conferences, and answering various information requests. Interns will also assist with digitizing, describing and uploading historical documents to the CWIHP Digital Archive. Interns at CWIHP are at the forefront of the debate and research over the historiography of the Cold War and will gain valuable knowledge from interaction with CWIHP staff, Woodrow Wilson Center Fellows as well as visiting scholars. CWIHP's internship appointments are generally consistent with academic semesters (i.e. Fall, Spring, Summer / three to four months); although appointments are made throughout the year for periods of varying length. No internship will exceed one year in duration.

Eligibility
Successful applicants should have strong research and/or administrative skills; be extremely attentive to detail; be able to work independently and as part of group; be enrolled in a degree program, have graduated, and/or have been accepted to enter an advanced degree program within the next year. Knowledge of a foreign language (especially Albanian, Bulgarian, Czech, German, Hungarian, Mandarin Chinese, Polish, Romanian, Russian, or Serbo-Croatian), is helpful. This internship with the Cold War International History Project is unpaid, though we do offer interns the opportunity to earn academic credit in accordance with their programs' requirements. As a general rule, our office is looking for individuals who can work between 14 and 35 hours/week. International students are eligible, but they must hold a valid F-1 or J-1 visa and appropriate work authorization.

Application Instructions
Spring Semester Application Deadline is 15 November 2014. To apply, email a resume and cover letter to the Cold War International History Project at coldwar@wilsoncenter.org by the application deadline.

http://www.wilsoncenter.org/opportunity/internships-the-cold-war-international-history-project-1
Middle East Institute
The Leadership Development Internship Program

Now Accepting Applications for the Spring 2015 Term

The Leadership Development Internship Program at the Middle East Institute is designed to provide students or recent graduates considering a career in a Middle East related field with hands-on experience in a Washington, D.C. think tank that focuses exclusively on the Middle East. Interns obtain guidance, experience, and exposure to the Washington policy and scholarly community while developing professional skills with other interns from all over the world.

Internships are available throughout the year to undergraduates who have completed at least one year of school, recent graduates, and graduate students. Positions are available on a full- or part-time basis with a minimum of 20 hours per week. All internships are unpaid, though the Middle East Institute offers each intern one free language class, a one-year subscription to the Middle East Journal, and a monthly travel stipend, and other benefits.

Available internships:
Center for Turkish Studies, Publications, Development, Languages and Regional Studies, the Oman Library, Programs and Communications, and Research Assistantships for a number of MEI scholars.

To apply:
Please include the following in PDF format: cover letter, résumé, five-page writing sample, college transcript (official or unofficial), and one professional and two academic references (contact information only; no letters, please).

Application deadline for the Spring 2015 term:
November 15

Send applications and questions to:
Peter Boat: internships@mei.edu

See http://www.mei.edu/internships-0 for more information.
The Center for Strategic and International Studies (CSIS) is a non-profit, bipartisan public policy organization established in 1962 to provide strategic insights and practical policy solutions to decision makers concerned with global security and prosperity.

External Relations Interns provide administrative and external outreach support for the External Relations Department. Responsibilities vary depending on projects and events that arise, but key responsibilities include but are not limited to:

- Content management: updating Twitter and Facebook – live-tweeting events via uStream Social Stream as well as daily updates and user engagement, pitching ideas for Facebook posts
- Tracking and maintaining “Social Media Notes” that break down user engagement and audience over the previous week, analyzing social media engagement statistics
- Updating the website with new press featuring the Center or CSIS Experts
- Registering press and visitors for CSIS events
- Maintaining Embassy and Government Contact Lists, as well as Congressional Committee Lists, etc.
- Staffing for CSIS Events: preparing table tents and name tags for speakers, handling check-in before the event, running microphones during Q&A sessions after panel discussions, running video camera and taking pictures during events, accompanying Congressional Liaison to events on the Hill, setting up for events (such as putting out programs)
- Preparing Media Advisories and Event Announcements to send to key ER press lists
- Updating user contact information and entering new contacts in contact database (from business cards)
- Escorting press to interview rooms and assisting with interviews with experts via Skype
- General administrative support: answering phones, taking messages when ER staff is not around, delivering business cards, making copies, answering general inquiries

To apply, interested applicants should submit a résumé, cover letter, and college transcript at https://www5.apply2jobs.com/CSIS. Applicants must also have two letters of recommendation sent to nthomas@csis.org. Applicants may not send the letters of recommendation themselves.
INTERN WITH OFFICE OF THE HISTORIAN!

Closing Date: November 10, 2014*
Salary Level/Range: Unpaid
Proposed Starting Date: January 2015*
End Date: May 2015

The Office of the Historian seeks an unpaid intern with a strong interest in history. Responsibilities include assistance in day-to-day office operations, significant historical research, and other special projects as assigned. The intern must be highly motivated, collaborative, and possess excellent research and computer skills.

*We are seeking additional help starting in November, for either a short-term internship ending early to mid-January or continuing through the spring. Applicants who might be interested in the short-term internship or earlier spring start date, please indicate so in your cover letter and submit your application materials no later than October 17.

APPLICANT INSTRUCTIONS
No phone calls please. Email a cover letter, resume, and brief writing sample (no more than 5 pages) to history@mail.house.gov (PDF preferred) or fax to 202-226-2931. Please include “Internship Summer 2014” in the subject line of the email.
Make-A-Wish® Mid-Atlantic is currently seeking applicants for our spring internship program. Attached please find the spring 2015 internship application.

**Accounting/Finance.** Finance interns will report to the Director of Finance and Operations, and will assist the Finance team with essential accounting and finance functions. Duties will include supporting the implementation of accounting principles, practices and procedures. Specific tasks may include accounts receivable (e.g., preparing cash receipts and deposits), accounts payable activities (e.g., entering vouchers, filing paid invoices), sending out acknowledgements, creating journal entries, assisting with reconciliations, generating financial statements (e.g., data entry and data verification), and other duties as assigned. *(Bethesda office only)*

**Development (Fundraising).** Interns may assist in coordinating and implementing programs/campaigns/promotions set by national corporate partners. Interns may have opportunities to research foundations, edit grant proposals, applications, and reports. They may also conduct individual donor/prospect research, work with our donor database, make thank you calls to donors and participate in donor cultivation events. *(Timonium and Bethesda offices only)*

**Event Planning.** Ranging from galas to walks, the chapter hosts a variety of fundraising events every year. Interns can expect to assist with all facets of event planning including soliciting sponsorships and auction items, recruiting participants and volunteers, managing event logistics, updating event websites and more. *(Bethesda office only)*

**Communications and Marketing.** Interns will assist with drafting press releases and news advisories. Interns may have an opportunity to assist in producing content for the print newsletter and e-newsletters, designing promotional and other collateral, researching media and in-kind opportunities, and developing social media content. Interns will also contact various media outlets to pitch story and article ideas, and assist with special event promotion and outreach. Strong writing skills needed - AP Style knowledge a plus. Basic graphic design skills preferred. *(Bethesda office only)*

**Program Services.** Interns will assist Program Services with the logistics involved in planning our wishes. This will include helping make travel arrangements, writing thank you letters, proofreading itineraries and other materials and getting items donated for the wish. *(Bethesda office only)*

**Volunteer Services.** Interns will assist the Volunteer Coordinator in managing wish granting volunteers by assigning them to newly referred wish kids, assisting with follow-up, and ensuring the necessary paperwork is obtained by the volunteers after each wish interview. Interns will also assist in the recruitment of wish granters by coordinating logistics of trainings and play a role in the continuing education of current volunteers. They will manage the physical and electronic volunteer records to ensure compliance and database integrity. Interns will also assist in recruitment and management of the internship process for the following term. *(Bethesda office only)*

For more information please contact Sarah Shinkman, Manager of Volunteer Services at sshinkman@midatlantic.wish.org.
NEW POSTING!!

We are seeking applicants for our spring internship program at the Economic Development Administration (EDA), U.S. Department of Commerce. EDA’s mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. As the only federal agency, EDA drives collaborative regional economic development initiatives that lead to job creation.

The EDA Internship program is a part-time unpaid opportunity but a travel stipend (metro) can be provided. The program will run from Monday, September 8 to Friday, December 5. Applicants must demonstrate a strong interest in public policy, governmental affairs, legislative affairs, public affairs, business/community engagement, change management/organizational development, and/or budget. Interns will also have tours and meetings with Senior Leaders in government.

All Interns Must Be:
• A U.S. Citizen
• Eighteen years of age on or before the first day of the internship
• Enrolled in an undergraduate or graduate program at a college, community college, or university that is recognized by the U.S. Department of Education
• Be able to pass a comprehensive background/security investigation

EDA Internship Program Offices:
• Office of the Assistant Secretary
• Office of External Affairs
• Legislative Affairs
• Public Affairs
• Office of Regional Affairs
• Finance
• Performance and National Programs Division
• Regional Offices in Atlanta, Chicago, Denver, Philadelphia, Austin, and Seattle

Please send your resume and cover letter to Pamela Bell, Administrative Assistant to the Assistant Secretary, at PBell@eda.gov by Friday, NOV 7. Please indicate your top three choices of office preference in your cover letter.