

2024 Long-Term Research Assistant Internship

[Institute for China-America Studies \(Washington, DC\)](#)

The Institute for China-America Studies is seeking a research assistant intern to primarily support our Trade 'n Technology Program! This internship will ideally start in early-January and continue through December 2024, with scope for a potential extension. *This is a part-time, 20-hour per week internship that will be conducted in-person or in a hybrid environment, though an in-person environment is preferred.*

Candidate Profile

Competitive candidates will have an interest in U.S.-China relations and be pursuing, or have recently obtained, a master's degree from an accredited institution. We are looking for team-oriented problem solvers who can think on their feet and anticipate tasks ahead of time. Candidates with previous research experience at a think tank or in a similar field are preferred. Candidates should have a solid foundational knowledge of trade and/or technology issues or be willing to develop that foundational knowledge in a short period of time. Prior foundational knowledge of U.S. and/or China trade and technology relations is highly desirable but not required. Native-level fluency in English is required and Professional-level fluency in Mandarin or other foreign languages is preferred.

Qualifications and required skills:

- An understanding of and appreciation for U.S.-China relations with area-specific knowledge of the following:
 - Ongoing issues in global trade and technology relations, ideally at both the international and domestic levels
 - New developments and trends in trade and technology issues, specifically those occurring in the United States, China, and the European Union
- Research: A fluid navigation of Internet search engines and experience with both primary and secondary resources
 - Experience researching U.S. Congressional databases is preferred but not required
- Excellent writing skills and analytical abilities
 - Experience with Microsoft Office & Google Drive operating systems
 - Experience with other Adobe products (Illustrator, InDesign, etc.) & Google Sheets appreciated
- Excellent communication, time management and interpersonal skills as well as a strong willingness to further grow professionally in a specialized field

Duties will include the following, but are not limited to:

- Assisting in the writing and publication of the ICAS Trade 'n Technology Dispatch newsletter under the direction of ICAS staff
- Conducting primary and secondary research in support of scholarly research agendas, including the ICAS Legislative & Executive Actions Directory (L.E.A.D.) Project
- Generating original writing in the forms of Commentaries or Blog Posts
- Representing ICAS at local and online events and writing reactive summaries to these events at least once a month
- Engaging with social media projects on Twitter and LinkedIn
- Assisting in the publication of other ICAS newsletters as needed
- Assisting with minor administrative duties, including publishing content on the ICAS website and proofreading
- Assisting with event planning and setup as needed

Benefits:

This is an excellent opportunity for young or upcoming professionals interested in U.S.-China relations. We offer a small stipend on a monthly basis to cover daily travel costs and selected candidates will also have access to our scholars and network. We offer all our research interns the opportunity to co-author with our scholars and encourage staff-guided solo publication. We also offer our interns the opportunity to publish their own research and opinions in the form of commentaries and blog posts.

Interested applicants should submit a cover letter, resume, and a 2-5 page writing sample as a single PDF.

Questions about and applications for the internship can be submitted to Research Associate & Communications Officer Jessica Martin at jessicamartin@chinaus-icas.org.