

# ICAS Spring 2024 Research Assistant Internship

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

The Institute for China-America Studies is seeking a research assistant intern for Spring 2024! The internship will run from early-January through the end of May. *This is a part-time, 20-hour per week internship that will primarily be conducted in-person at the ICAS office in Washington, DC.*

Competitive candidates will have an interest in U.S.-China relations and may be pursuing a master's degree from an accredited institution, though those pursuing a relevant bachelor's degree will also be considered. 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 but not necessary. Native-level fluency in English is required and Intermediate-level fluency in Mandarin or another foreign language is preferred.

## **Qualifications and required skills:**

- An understanding of and appreciation for U.S.-China relations, potentially with a special interest in a related and relevant field
- Research: A fluid navigation of Internet search engines and experience with both primary and secondary resources
- Excellent writing skills and analytical abilities
  - Experience with Microsoft Office & Google Drive operating systems
  - Experience with Adobe products (i.e., Illustrator) and social media programs (i.e., Hootsuite) is appreciated but not required
- Excellent communication, time management and interpersonal skills as well as a strong willingness to further grow professionally

## **Job duties will include the following, but are not limited to:**

- Co-leading the bi-monthly publication of the ICAS Bulletin
- Supporting the publications of the ICAS MAP Handbill and ICAS BCCC Quarterly newsletters
- Conducting primary and secondary research in support of scholarly research agendas under the direction of ICAS staff
- 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
- Assisting with event planning and setup as needed
- Assisting with minor administrative duties, including publishing content on the ICAS website and proofreading
- Engaging with social media projects on Twitter and LinkedIn

## **Benefits:**

This is an excellent opportunity for young or upcoming professionals interested in U.S.-China relations. For interns who work in-person, we offer a small stipend at the successful conclusion of the internship to cover daily travel costs and selected candidates will also have access to our scholars and network. We offer all ICAS 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](mailto:jessicamartin@chinaus-icas.org).