

Fall 2026 U.S.-China Research Assistant Internship

[Institute for China-America Studies \(Washington, D.C.\)](#)

The Institute for China-America Studies is seeking **one** research assistant intern for the **Bulletin Newsletter** for Fall 2026! The internship has a start date of September through December, with the potential of extension based on the evaluation of work. *This is a part-time, 20-30 hour per week internship that will primarily be conducted in-person at the ICAS office in Washington, D.C.*

Competitive candidates will have a demonstrated interest in U.S.-China relations and a sufficient understanding of current geopolitical events. Applicants should be pursuing a bachelor's degree from an accredited institution, and those pursuing a master's degree will also be considered. We are looking for team-oriented problem solvers who can think on their feet, be detail-oriented, and are eager to improve their professional qualitative and quantitative skills.

Qualifications and Required skills:

- Native-level fluency in English is **required**
- Foundational knowledge of U.S.-China relations, historic, and current events
- Strong research skills to effectively use search engines and identify, evaluate, and utilize both primary and secondary sources
- Ability to track and synthesize recent developments, including policy updates, industry trends, and news
- Excellent writing skills and analytical abilities, including the ability to clearly and concisely synthesize complex information, communicate key insights effectively, and produce well-structured, original analysis
- Demonstrated interest in writing, including summaries, short analyses, and occasional longer-form pieces
- Ability to manage multiple tasks and meet deadlines, particularly in producing time-sensitive newsletters
- Strong attention to detail, with consistent accuracy in handling data, sources, and research materials
- Experience with Microsoft Office & Google Drive operating systems

Preferred skills:

- Intermediate-level fluency in Mandarin Chinese, ability to analyze primary source material in Chinese highly preferred
- Prior research experience at a think tank, university, or through an internship in a related field
- Familiarity with using AI tools to support research and writing while maintaining independent thinking and critically evaluate outputs
- Familiarity with topics include international trade, supply chains, critical minerals, and U.S. congressional processes is a plus
- Experience with policy-oriented writing (e.g., briefs, op-eds, memos) is a plus
- Ability to work independently and manage research tasks with minimal supervision

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

- Co-leading the research and production of the Bulletin under the direction of ICAS staff
- Conducting primary and secondary research in support of scholarly research agendas under the direction of ICAS staff

- Occasionally producing original writing in the forms of Commentaries/Blog Posts in addition to successful completion of given tasks
- Assisting with event planning and setup, as needed
- Assisting with minor administrative duties, as needed
- Assisting with social media graphics and posting on Instagram, Twitter, and LinkedIn **AND/OR** database management, data validation & clean up, and analysis

Benefits:

This is an excellent opportunity for young or upcoming professionals interested in U.S.-China relations. We offer a small stipend monthly for interns who work in-person, 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 also encourage staff-guided solo publications focusing on relevant topics in U.S.-China relations.

Interested applicants should submit a cover letter, resume, and a 2-5 page writing sample (preferably policy-oriented). Please compile as a single PDF using the form on the ICAS Website no later than September 27, 2026.

*Questions about the internship can be submitted to Program and Communications Coordinator
Rian Knighton at rianknighton@chinaus-icas.org.*