



## Internship Opportunities

KEI is looking for undergraduate or graduate students with a background in political science and/or economics, as well as an interest in Asia-Pacific issues, especially Korea, for its internship program. We offer competitive candidates a unique internship opportunity to be integrally involved in the inner workings of an international government policy institute.

**Applications are being accepted for the Spring 2010 semester until November 15.**

### Why Intern at KEI?

KEI interns are on the cusp of current events, hearing the news before it is released, and organizing the very interviews that are shown on the evening news. They are directly active in the practice of US-ROK diplomacy and provided maximum exposure to the issues and major players in the field of Korea-US Relations via: report publication, attendance at events, and both peer-to-peer and VIP networking opportunities. At KEI, interns gain experience in the areas of office management, event planning, data collection, economic analysis, and professional writing development.

### Main Responsibilities

- Attend conferences, programs, and hearings in the Washington area of interest to Korea;
- Prepare short reports on such events;
- Assist with the event planning and conduct of various KEI-sponsored conferences and programs;
- Provide research support to full-time staff;
- Administrative activities which will contribute to a fuller understanding of the inner workings of KEI;
- Work as a team with members of staff and other interns on major events and projects;
- Track specific issues in the media

### Qualifications

- Undergraduate or graduate student with a background in political science and/or economics as well as an interest in Asia-Pacific issues, especially Korea.
- Excellent attention to detail, good organizational abilities and writing skills, professional demeanor, general office skills, strong computer skills.

### How to Apply

If you or someone you know is interested in this position and your/their background and skill set match the profile outlined above, please submit a cover letter, resume, application and a brief writing sample to Sarah Howe by email, fax, or mail. There are three deadlines throughout the year. For **application deadlines** and materials or more information, visit our website at <http://www.keia.org/internships.php>.

#### Internship Contact:

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