



World  
Security  
Institute

**GUIDEBOOK TO  
INTERNSHIP  
OPPORTUNITIES**

Last Updated: October 2009

# Internship Opportunities with the World Security Institute

The World Security Institute (WSI) is currently accepting applications for a variety of positions.

## Contents:

- I. About WSI
- II. Eligibility
- III. Compensation
- IV. Overview of Divisions and Available Positions
- V. Deadlines
- VI. How to Apply
- VII. LAWS Program

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## I. ABOUT WSI

The World Security Institute is a non-profit organization committed to independent research and journalism on global affairs. WSI provides innovative approaches to communication, education, and cooperation on the social, economic, environmental, political and military components of international security. Through a variety of publications and services, WSI offers news and research-based analysis to stimulate public debate and inform decision makers around the globe.

WSI's internship program was created over 15 years ago. We believe that interns are an integral part of WSI's success. WSI and its divisions offer paid and unpaid, full-time internships in research, development and communications in our Washington, D.C., office. Competition for the few spots available generally is very tough.

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## II. ELIGIBILITY

Internships are open to recent graduates, graduate students, and highly qualified undergraduates with a strong interest in military policy, national security, foreign affairs, or related public policy issues who are willing to undertake some small administrative tasks. While course work in these areas is not required, strong writing capabilities, prior experience in WSI's issue areas, and solid computer skills are appreciated. We encourage anyone who is interested in the work of WSI to apply. U.S. citizenship is not required; however, interns must be able to provide proof at the time of their application that they may work legally in the United States.

First priority is given to filling *full-time* paid internships lasting the customary length of the term. WSI presently does not anticipate offering part-time internships, opportunities lasting less than an entire term, or positions outside normal business hours.

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### III. COMPENSATION

World Security Institute interns are paid \$1,000 per month unless otherwise noted in the internship descriptions below. In some cases, by pre-arrangement, interns may earn academic credit.

Interns are responsible for obtaining their own housing.

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### IV. OVERVIEW OF DIVISIONS AND AVAILABLE POSITIONS

#### **Divisions:**

Center for Defense Information  
International Media  
International Programs  
Lawyers Alliance for World Security  
WSI Communications Department  
WSI Development Department  
WSI Computer & IT Department

**Center for Defense Information (CDI)** - CDI is a nonpartisan think-tank dedicated to strengthening security through: international cooperation, reduced reliance on unilateral military power to resolve conflict, reduced reliance on nuclear weapons, a transformed and reformed military establishment, and prudent oversight of, and spending on, defense programs.

Interns with CDI work closely with division staff and are given considerable responsibility. Interns have the flexibility to come up with and follow through on their own research projects which could be published on CDI's website and/or *The Defense Monitor*, CDI's regular print publication.

#### **CDI Internship Description:**

Interns write articles for *The Defense Monitor*. Some interns assist CDI staff members with their research projects and other published material. Interns are expected to follow current events and keep information on CDI's website up-to-date.

CDI usually hires three to four interns per trimester to work in a regional or topical area related to their own interests. We are looking for interns to assist with the following projects: (1) Straus Military Reform Project (background or interest in U.S. national defense issues helpful); (2) Science, Missile Defense and Space Policy (combined background in hard science and public policy is helpful); (3) Nuclear Proliferation Project.

One of our incoming interns may be designated a “named” intern, and receive recognition as a Deblinger Intern. The Deblinger Internship was established by the Deblinger family and Joseph N. Deblinger, a longstanding member of the Center for Defense Information Board of Advisors. Deblinger represented CDI on the NGO Committee at the United Nations, and was an advocate for peace and security issues. Being designated as a named intern does not determine the subject matter of your internship, the supervisor of your research, nor the amount of your stipend.

**International Media** – The International Media division consists of several publications targeted to different regions and communities. This division seeks to bridge the chasm of misunderstanding that exists between the United States and the rest of the world by presenting facts, information, and a diversity of voices and opinions. Interested applicants may apply to the individual publications described below. *Please note the application instructions for these internships, as they may differ from the general process described in section VI.*

- Washington Observer (Chinese): A Chinese-language e-magazine for audiences with a professional or personal interest in U.S. foreign policy, politics and U.S.-China relations.
  - Internships: Research and IT positions in the Beijing office;
  - Qualifications for Research Interns: Native fluency in Chinese and high fluency in English speaking and writing. Strong analytical ability and knowledge about international relations. Must have at least a B.A. degree; Full-time work experience as a reporter in a registered Chinese news organization for at least one year required;
  - Qualifications for IT Interns: Windows Server 2003; Windows Server 2000; Exchange 2003; Microsoft Windows XP pro; Microsoft Office XP;
  - Compensation: Commensurate with experience;
  - Application instructions: For research internships, send a complete WSI application (one recommendation is fine), and writing samples in both Chinese and English. An exam may be given to assess the applicant's English writing/translation ability.
  
- Washington Prism (Farsi): A journal of politics, culture and public affairs, published in both Persian and English.
  - Internships: Journalism positions in Washington, D.C., office. Intern writes two reports per week for an online Persian/English language publication on events in Washington, D.C., and other national stories.
  - Qualifications: Fluency in both Farsi and English and relevant education or work experience. Open to recent graduates, graduate students, and highly qualified undergraduates with a strong interest in security issues, foreign affairs, and related public policy issues.
  - Application instructions: Please send a cover letter describing your background and interest, a resume, and a brief (less than three pages)

writing sample in English and Farsi to: Babak Yektafar, Editor-in-Chief;  
byektafar@washingtonprism.org.

- *Taqrir Washington (Arabic)*: An Arabic-language news service dedicated to bringing information and analysis about the United States to Arabic-speaking countries and communities.
  - Internships: Taqrir offers journalism internships in the Washington, D.C., office. Taqrir interns write two reports per week for an online Arabic/English language publication on events in Washington, D.C., national stories, and on Arab-American issues.
  - Qualifications: Fluency in Arabic and English; strong knowledge of American politics; relevant education or work experience; strong interest in the Arab World, American foreign policy, and related public policy issues; open to recent graduates, graduate students, and highly qualified undergraduates.
  - Application Instructions: Please send a cover letter describing your background and interest, a resume, and a brief (less than three pages) writing sample in English and Arabic to: Suzanne Ostrofsky, Internship Coordinator; internships@cdi.org.
- *Johnson's Russia List*: The premier source of English-language news about the countries of the former Soviet Union. Internships are rare and on an as-needed basis. To inquire about internship openings write to our internship coordinator at the World Security Institute.

**WSI International Programs** - WSI staff members are located in Washington and several overseas offices. Internship positions for overseas offices are offered at the office's discretion. Please note that WSI does not provide financial support for travel and accommodation.

- *WSI China Program, World Security Institute*: A research program concentrating on studies of traditional and non-traditional threats involving China and the U.S.
  - Internships: Research and IT positions in Beijing and the Washington offices.
  - Qualifications: Background in international relations and/or China studies requisite. Familiarity with energy, space or health issues preferred. Chinese language preferred but not requisite.
  - Compensation: Commensurate with experience.
  - Application instructions: For research internships, send a complete WSI application (one recommendation is fine), and writing samples in either Chinese or English. A small exam may be given to assess the applicant's English writing/translation ability.

## **WSI Communications Department**

### ***Communications Internship***

The communications internship was established to help journalism and public relations students gain experience in non-profit media relations, event planning and editing and production of journals and publications. Native fluency in the English language is required.

**Internship Description:** Communication interns may assist with some or all of the following tasks:

- Assisting with editing short analyses and op-eds and posting articles to websites; (Prior experience or knowledge of AP Style and Chicago Manual of Style is helpful)
- tracking, expanding, and optimizing our online advertising campaigns;
- tracking press coverage of policy analysts in the news;
- web and graphic design, depending on level of interest and skills;
- database management of journalists in appropriate fields, suggesting new journalists to contact;
- administrative support as needed;
- writing and/or editing press releases and assisting in the development of outreach materials.

**How to Apply:** Please send a cover letter describing your background and interest, a resume, and a brief (three to five pages) writing sample to: Ron Hinrichs, Editorial, Outreach & Internship Coordinator; internships@cdi.org.

## **WSI Development Department**

### ***Development Internships***

The development/fundraising department hires one full-time intern each semester to assist with fund-raising and grant writing.

Skills Required:

- Superior organizational skills and ability to handle varied tasks
- Strong writing and editing skills
- Facility with computer programs, such as Word Perfect and Excel, and database experience preferred
- Interest or experience in defense, foreign policy or international relations
- Fund raising experience preferred

Education requirements:

- B.A. degree

**Internship Description:** This is a full-time, paid internship position as a development assistant. The small development staff at the organization is responsible for raising funds from individuals, corporations and foundations for our many, varied projects. The development assistant will

work collaboratively with colleagues to prepare letters, materials, reports and communications for prospective donors. S/he will maintain our contact database and generate reports as needed, create and maintain donor files, assist with the planning of events and the planning and production of solicitations, conduct research on potential donors to the organization, and communicate directly with our constituents to provide them with information.

Our organization has been extremely successful in its work, and the development Assistant will be exposed to all facets of fund raising operations. They will work closely with colleagues, but also be encouraged to carry out projects independently and to suggest and pursue promising approaches to advance our mission.

**How to Apply:** Please send a current resume, cover letter, and short writing sample to: Ron Hinrichs, Internship Coordinator; [internships@cdi.org](mailto:internships@cdi.org).

**WSI Computer and IT Department**

***IT Internships***

IT interns may assist with web editing and posting; user, system, and hardware support; and, according to their skills and interests, may also assist with web and graphic design, and database management. Candidates applying for a computer internship should do so with the expectation of working exclusively in that area. Internships are primarily within a WSI division, however, a few *IT or Computer internships* have been categorized broadly under WSI. Applicants for computer internships should be familiar with Microsoft Office, Server 2003, Server 2000, SQL, Veritas, and Cold Fusion. Computer internships are offered on an as-needed basis; please write to our intern coordinator to inquire about up-coming openings.

**How to Apply:** A complete application includes: e-mail address; resume; cover letter (please include desired length of internship and available start date); your country of citizenship and, if not the United States, the availability of appropriate work authorization. WSI may conduct interviews as part of the application process. Contact Ron Hinrichs, Editorial, Outreach & Internship Coordinator, [internships@cdi.org](mailto:internships@cdi.org), for further details or questions.

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## V. DEADLINES

<b>Term</b>	<b>Dates</b>	<b>Priority Deadline</b>
Spring 2010	Jan. 1 – May 31	November 15, 2009
Summer 2010	June 1 – Aug. 31	April 15, 2010
Fall 2010	Sept. 1 – Dec. 31	July 15, 2010

If a candidate anticipates requesting a variance from the specified internship dates, or if they are available and flexible to start earlier, they should indicate this in their e-mail or cover letter.

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## VI. HOW TO APPLY

Applications will not be processed until all materials have been received. A complete application includes transcripts of all university-level courses and grades along with two letters of recommendation.

*Electronic material:* Any materials available electronically ideally may be sent by e-mail as long as they bear the name of the candidate. **Please do not attach image files (.tiff, .jpg, or .bmp);** use only MS Word (or equivalent) and PDF documents. If possible, please include all materials in a single e-mail or mailing envelope to minimize the chance of misplaced materials.

*Interviews:* WSI may conduct interviews as part of the application process.

*Submit application materials to:*

Ron Hinrichs  
Editorial, Outreach & Internship Coordinator  
World Security Institute  
1779 Massachusetts Avenue, N.W.  
Washington, D.C. 20036-2109  
[internships@cdi.org](mailto:internships@cdi.org)

*Questions:* The information you need to apply can be found on this document, which gets updated periodically. **Regrettably, due to the large number of candidates, we generally are not able to respond to special inquiries about individual applications or provide tracking information about specific communications of material. We will contact those individuals who we are interested in interviewing.**

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## VII. LAWS PROGRAM

### **Lawyers Alliance for World Security – Summer Internship for Law Student, Sponsored by World Security Institute & Lawyers Alliance for World Security**

*General Information:* The Lawyers Alliance for World Security (LAWS) and the World Security Institute (WSI) are pleased to announce a joint **summer** intern program in Washington, D.C. for law students with a strong interest in national security, nuclear arms control, nonproliferation and foreign affairs. The intern selected will be located at the World Security Institute office at 1779 Massachusetts Avenue, NW, Suite 615, Washington, D.C. 20036, which is close to Dupont Circle and the Metro Red Line.

LAWS is a non-profit organization of lawyers dedicated to supporting the non-proliferation regime; reduced reliance on nuclear weapons; the rule of law, in the national security area, and strengthening U.S. security through international cooperation and regional and multilateral arms control and national security treaties. LAWS has often joint-ventured with the Center for Defense Information (CDI), a division of the World Security Institute, in support of arms control treaties; opposing the militarization of space, and in calling attention to the several environmental risks connected with the missile defense program. Most recently, LAWS' board members have authored short legal analyses of several national security hot topics, including the Article X limits on withdrawal from the nuclear Non-Proliferation Treaty, and the new U.S.-India nuclear cooperation agreement.

**Skills Required:** Superior organizational skills and ability to handle varied tasks; Strong writing and editing skills

**Education requirements:** Current law school student with a strong interest in national security policy and foreign affairs

**Job Description:** The LAWS/WSI summer intern will work closely with the CDI staff and will be given considerable responsibility. He or she will have the flexibility to come up with and follow through on their own research projects which could be published on the LAWS/CDI website and/or *The Defense Monitor*, CDI's regular print publication.

Research topics will vary each semester. Previous subject areas have included:

- The Espionage Act of 1917 and its current applications; the focus would be on think tanks and the issue of retroactive classification for previously disseminated materials, i.e., the notion that, to muzzle think tanks and suppress public debate, there would be an effort to declare a document already “out there” retroactively classified or re-classified;
- Legal issues surrounding the use of conventional and nuclear weapons against Iran and possibly Iran’s withdrawal from the NPT;
- Legal questions pertaining to property rights in space, mining on planets, private space stations, etc.; and

- Space debris regulations, with a focus on anti-satellite weaponization and/or debris liability, perhaps looking at the Chinese demolition of their own satellite and resulting hazards interfering with the peaceful use of space.

**Eligibility:** The LAWS/WSI summer internship is open to current law school students with a strong interest in national security policy and foreign affairs. Strong writing capabilities, prior experience in the LAWS/WSI issue areas through related course work or work experience, and solid computer skills are appreciated.

**How to Apply:** We will be accepting applications until **May 10** of each year; however, we encourage applicants to send their resumes as quickly as possible to ensure our consideration.

The projected start date for this position is June 1 running through August 31.

**A complete application includes:** e-mail address; resume; cover letter; writing sample (3-5 pages in length is sufficient); transcripts of your law school courses and grades; two letters of recommendation; your country of citizenship and, if not the United States, the availability of appropriate work authorization.

Electronic material: Any materials available electronically ideally may be sent by e-mail as long as they bear the name of the candidate. The subject line should contain the following: "Summer 2009 LAWS/WSI Internship."

**Please send all materials to:** Professor Stephen Dycus, Vermont Law School, Chelsea Street South Royalton, VT 05068, Or, by e-mail: [sdycus@vermontlaw.edu](mailto:sdycus@vermontlaw.edu).

**More Information:** For more information on the World Security Institute and the Lawyers Alliance for World Security, please visit our websites: [www.worldsecurityinstitute.org](http://www.worldsecurityinstitute.org), or [www.cdi.org/LAWS/](http://www.cdi.org/LAWS/).