

Council on Foreign Relations
58 East 68 Street, New York, NY 10065
humanresources@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, History and International Economics

Location: New York

Pay rate: \$17.50/hr

CFR's Blavatnik and Robina Franklin Williams internships give selected interns the opportunity to receive training in the field of foreign policy; as well as skills training in areas such as writing, research, and program planning and much more.

The intern will work alongside a research associate in the David Rockefeller Studies Program, assisting a senior fellow with research, editing, and administrative tasks. The intern will gain firsthand experience with the tools scholars use to analyze economic policy and historical questions.

The major responsibilities of this position will include (but are not limited to):

- Support the fellow's new book by conducting research and identifying promising materials and reading and preparing summaries
- Track and organize research materials, carry out fact-checking and other tasks related to the project
- Assist in logistical support for meetings, including but not limited to preparing distribution materials
- Attend general Council meetings and other programs on foreign policy issues, as time permits

Qualifications:

- Undergraduate student with background in political science, political philosophy, history, economics, or related field
- Students should have completed the equivalent of four semesters of college coursework (not including AP classes in high school) by the time they begin an internship
- Experience and strong skills in writing, conducting qualitative analysis, and research using primary and secondary sources
- High proficiency in Mandarin for translating official documents and news articles
- Strong Microsoft Office Suite skills, experience working with databases such as JSTOR, Google Scholar, LexisNexis, and/or Bloomberg
- Ability to work independently, high attention to detail and organization, and high academic standing

Founded in 1921, the Council on Foreign Relations (CFR) is a leading nonprofit membership organization, research center, and publisher, with headquarters in New York, an office in Washington, DC, and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. CFR's 5,000+ members are leaders in international affairs and foreign policy. CFR also publishes *Foreign Affairs*, the preeminent magazine on global issues, and provides up-to-date information about the world and U.S. foreign policy on its award-winning website, CFR.org.

CFR's internships are funded by the generous gifts of the Blavatnik Family Foundation, Robina Foundation, and the Franklin Williams Family.

The Council on Foreign Relations is an Equal Opportunity Employer. Quality, diversity, and balance are the key objectives sought by the Council on Foreign Relations in the composition of its workforce.

