

CSBA

Center for Strategic and Budgetary Assessments

Intern

Posting Date: July 28, 2024

Terms and Deadlines

Fall Internship (September - December 2024): Rolling through August 23, 2024

Spring Internship (January - May 2025): Rolling through November 15, 2024

To Apply

Please submit your resume and a brief statement of interest (no more than 300 words) in a single document to info@csbaonline.org.

Location

Washington, DC

Position Type

Full- or Part-Time

Compensation

\$20 - \$22 per hour, commensurate with education and experience

This position is not eligible for healthcare or retirement benefits.

Overview

Interns at CSBA support a variety of research projects, contribute to studies and other publications, serve as rapporteurs for events, and assist with the development of and outreach for special programs and engagements. Interns work closely with several analysts and fellows, which offers them invaluable mentorship opportunities and research and analysis experience across various defense topics. This entry-level position suits those seeking to gain foundational experience in the defense field.

Primary Responsibilities

- Assisting research staff with data collection, analysis, and synthesis on topics related to national security strategy, defense policy, and defense budgets.
- Drafting written materials, including studies, briefs, and presentations.
- Attending and taking notes at events, such as conferences, briefings, and meetings.
- Supporting the planning and execution of seminars, workshops, and webinars.
- Supporting the research team's communications and outreach efforts by developing synopses of ongoing research and analysis.

Required Qualifications

- Current enrollment in, or recent graduation from, an undergraduate or graduate program in political science, international relations, security studies, economics, public policy, regional studies, or any other field related to CSBA's work.

- Strong academic record with a demonstrated interest in national security, defense policy, and strategic studies.
- Excellent research, analytical, and critical thinking skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Preferred Qualifications

- Previous internship or work experience in a related field.
- Familiarity with or interest in learning U.S. defense policy, budgetary processes, and quantitative research methods.

If you are interested in applying, please email info@csbaonline.org with a cover letter and resume.

Please reference position title in the subject line.