

ARE YOU INTERESTED IN A RESEARCH FELLOWSHIP?

The U.S.-China Economic & Security Review Commission (USCC) has full-time, 24 week Research Fellowship opportunities with two sessions offered each year. The first session begins in mid-January and the second begins in July. The USCC is dedicated to maintaining a diverse workforce with a wide variety of backgrounds and expertise.

ABOUT THE COMMISSION:

The U.S.-China Economic and Security Review Commission (USCC) was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.

The U.S.-China Commission shall investigate and report exclusively on each of the following areas:

1. Proliferation Practices
2. Economic Transfers
3. Energy
4. Access to U.S. Capital Markets
5. Regional Economic and Security Impacts
6. U.S.-China Bilateral Programs
7. WTO Organization Compliance
8. Freedom of Expression

MAJOR DUTIES AND RESPONSIBILITIES:

1. Research, monitor, and conduct analysis on developments primarily in China, Taiwan, and the western Pacific Region.
2. Complete independent, original research projects assigned by the Commission's Research Working Group (RWG).
3. May draft, fact check, or edit text/material for the Commission's Annual Report, and perform other duties as assigned.
4. Attend seminars, meetings, and events on behalf of the USCC, and write memorandum to Commissioners and staff members.

REQUIREMENTS AND QUALIFICATIONS:

1. Must be a U.S. citizen, or have applied for U.S. citizenship and naturalization.
2. Must be current graduate-level students, or have completed an accredited Master's or J.D. program.
3. Must have a minimum cumulative GPA of 3.0 (on a 4.0 scale) at the current or last institution attended.
4. Must have coursework in one or more of the following areas:
 - a. Economics & Trade: coursework with a focus on Chinese and/or broader Asian business, economics, and trade.
 - b. General Research: coursework with a focus on Chinese and/ or broader Asian culture, society, and language.
 - c. Military & Security: coursework with a focus on Chinese and/or broader Asian international relations, foreign affairs, and security studies.
5. Chinese language skills – reading, writing, and/or speaking – at an advanced level are highly desirable.

Fellows are expected to work a full-time schedule with little supervision on substantive long term assignments and projects. USCC Fellowships are intellectually challenging and require individual initiative. Strong research and communications skills – writing and oral – are essential.

APPLICATION DATES & DEADLINES

2013 SESSIONS	APPLICATION DEADLINE
Session I (January –June)	November 4, 2012
Session II (July – December)	April 7, 2013

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age, and is dedicated to maintaining a diverse workforce with a wide variety of backgrounds and expertise.

HOW TO APPLY

A complete application package containing **ALL** required documents below must be sent via email to internships@uscc.gov. Please send all your documents in PDF format. Incomplete packages will not be considered.

Your application package must include a:

1) COVER LETTER THAT INCLUDES:

Please list in the following order in bullet format.

- Your basic contact information
 - Email address
 - Phone number (whatever is most applicable)
 - Permanent address
- Session for which you are applying
 - Session I; or, Session II
- Availability
 - Full-Time or Part-Time (include tentative work schedule & hours per week)
- Brief statement outlining your interest in the USCC and our Fellowship program.
- Brief statement addressing your research skills, knowledge and effective utilization of electronic and print information, especially sources regarding China, Taiwan, and the Asia-Pacific region.
- Concise, Point-By-Point Responses to the following questions:
 1. Are you a United States Citizen, or have you applied for U.S. citizenship and naturalization? When applying, include: (a) date of citizenship if naturalized; and (b) if you have or have ever had a Federal security clearance identify the level and dates held.
 2. Are you proficient with using Microsoft Office Suite software applications, preferably Office 2007 versions of MSWord, Excel, and Outlook?
 3. What is your primary area of interest? (a) Economics & Trade; (b) Military, Security & Foreign Affairs; or, (c) General Research. *(please list in order of preference)*
 4. Are you able to read and/or speak Mandarin Chinese? If yes, please indicate which and at what level: (a) beginner, (b) intermediate, (c) advanced, (d) native fluency.
 5. Have you ever lived, travelled or worked in the People's Republic of China, Taiwan, or Hong Kong? If yes, please elaborate on where, when and the circumstances.
 6. How/where did you hear about this position?

2) PROFESSIONAL RESUME:

- Be sure to include all applicable work history, educational achievements, completed coursework, special honors/awards, and anything else that you feel will help in our evaluation.

3) WRITING PROMPT:

- Discuss the five most important issues in U.S.-China relations today that relate to the Commission's legislative mandate as outlined at: <http://www.uscc.gov/about/charter.php>.
- Your submission must be your own work, not more than 5 pages, double spaced, 12-point font, and include footnotes and sources.

4) ACADEMIC WRITING SAMPLE / RESEARCH PAPER:

- Preferred topics include: Chinese or broader Asian business, economics, culture, history, or international relations, foreign affairs and/or security issues. Your submission must be your own work.

5) 2 LETTERS OF RECOMMENDATION:

- Please instruct your recommenders to email their letters directly to internships@uscc.gov. Recommendations will be attached to the respective application upon submission.

6) COPY OF ACADEMIC TRANSCRIPTS:

- Unofficial academic transcripts are acceptable. Please include the academic transcript from your current institution, and for recent graduates, the transcript from the school last attended.

NOTE: ALL THE INFORMATION REQUESTED ABOVE MUST BE RECEIVED BY MIDNIGHT EST ON THE 'APPLICATION DEADLINE' DATE OR YOUR APPLICATION WILL NOT BE CONSIDERED.

WHAT TO EXPECT AFTER APPLYING:

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via phone and/or email if we wish to schedule a telephonic interview. Final interviews may be conducted by the Chairman and/or Vice-Chairman, or a designated Commissioner. Applicants not selected for further consideration will be notified via email when the selection process for the current session has been completed.

OTHER IMPORTANT INFORMATION:

Research Fellows are paid \$13.00 per hour. Applicants/selectees who are receiving credit for their Fellowship through an accredited academic program are not eligible for hourly compensation. The "Smart Benefits" transit subsidy program is available to Fellows, but no other benefits are authorized or available.

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

Updated 9/19/12

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

Please send any questions regarding the program or application process to: internships@uscc.gov.