

ARE YOU INTERESTED IN AN ADMINISTRATIVE INTERNSHIP?

The U.S.-China Economic & Security Review Commission has openings for Administrative Interns, and 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. You can review the Commission's mandate in detail at <http://www.uscc.gov/about/charter.php>.

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DUTIES AND RESPONSIBILITIES:

1. Assist administrative staff in their day-to-day responsibilities, including: accounting, personnel management, procurement and acquisition, records management, etc.
2. Work with USCC staff on planning and preparing for the Commission's public hearings, report editing sessions, and other meetings.
3. Attend seminars, meetings, and other events on behalf of the USCC, and write memorandum to Commissioners and staff members.
4. Edit and format Commission transcripts, reports, and official correspondence.

REQUIREMENTS AND QUALIFICATIONS:

1. Must be a U.S. citizen, or have applied for U.S. citizenship and naturalization.
2. Must be current college junior or senior, or a recent graduate of an undergrad program.
3. Must have a minimum cumulative GPA of 3.0 (on a 4.0 scale) at the current or last institution attended.
4. Coursework in Business Administration is preferred, additional background in information technology, politics, economics, and/or communication studies will also be beneficial.
5. Must have strong organizational, writing, and verbal communication skills, and be willing to undertake a variety of operational and administrative tasks
6. Proficiency in Microsoft Office applications is highly desirable.

APPLICATION DATES & DEADLINES

2013 / 2014 SESSIONS	APPLICATION PERIOD
Summer 2013 (June – August)	<i>Closed</i>
Fall 2013 (September – December)	<i>Closed</i>
Spring 2014 (January – May)	October 28 – November 29, 2013

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
 - Most convenient phone number
 - Permanent address
- Session for which you are applying
 - Spring 2012; Summer 2013; Fall 2013
- Availability
 - Full-Time or Part-Time (include tentative work schedule & hours per week)
- Brief statement outlining your interest in the Commission and our Administrative Internship
- Brief statement addressing your relevant work experience and/or coursework
- If you are interested in completing this internship **for-credit** with your academic institution, please provide the following:
 - a. Name of the program, or class, and the affiliated academic institution
 - b. Contact information for a program administrator
 - c. Start/End dates of registration
 - d. Any other applicable information

2) PROFESSIONAL RESUME THAT INCLUDES:

- 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) LETTER OF RECOMMENDATION

- Please instruct your recommender to email their letter directly to internships@uscc.gov. Recommendations will be attached to their respective applications upon submission. Include in your application email the name of your recommender.

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 email confirming receipt of your application materials.. You will be contacted via phone and/or email if we wish to schedule a telephone

interview.

Applicants not selected for further consideration will be notified via email upon completion of the selection process.

OTHER IMPORTANT INFORMATION:

Administrative Interns are paid \$10.00 per hour. Successful applicants who are receiving credit for their Internship through an accredited academic program are not eligible for hourly compensation. The “SmartBenefits” transit subsidy program is available to all Interns, 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. 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.