



## **U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION**

### **VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Intern

**VACANCY NUMBER:** 003-2025-I

**SALARY:** \$20.00–\$22.00 per hour, commensurate with experience

**POSITION INFORMATION:** **Administratively Determined, Term-Appointed Position**  
(The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

**DUTY LOCATION:** Washington, DC

**WHO MAY BE CONSIDERED:** Open to all qualified U.S. Citizens who are currently enrolled either full or part-time in an accredited higher education institution, to include undergraduate, graduate, and professional programs.

**SPECIAL REQUIREMENTS:** (1) All candidates must be available to work in-person in Washington, DC. Candidates outside of the Washington, DC National Capital Region must be willing to relocate in a timely manner if selected.  
(2) Internship offers are conditional on a candidate's ability to complete a federal criminal background check.

**OPEN & CLOSING DATES:** Wednesday, July 30, 2025 to Tuesday, August 12, 2025

Applications may be reviewed and interviews conducted on a rolling basis as applications are received, so we strongly encourage applicants to submit applications as early in the process as possible.

**CONTACT:** Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

### **ABOUT THE COMMISSION**

The U.S.-China Economic and Security Review Commission is a legislative branch commission mandated to monitor, investigate, and report to Congress on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China.

The Commission's full mandate is posted at <https://www.uscc.gov/charter>.

## **POSITION DUTIES AND QUALIFICATIONS**

The Commission is seeking an intern for the fall term between September and December, depending on the candidate's academic schedule and availability.

Position duties will be tailored to the candidate's experience and interests and may include preparing daily and weekly news updates, attending congressional briefings and writing summary memos, staffing the Commission's public events, conducting fact-checks, copyediting, assisting with translations, contributing to research assignments, supporting general office operations, and other tasks as assigned.

Ideal candidates will have strong research, writing, and interpersonal skills, demonstrate high degrees of professionalism and collegiality, and will have a strong interest in the Commission's legislative mandate and research mission. Preference will be given to candidates with an academic or professional background in East Asia Studies or International Relations and proficiency in Mandarin Chinese.

## **HOW TO APPLY**

Submit a complete application package containing all of the below required documents **in one PDF file** via email to [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov). **Incomplete application packages or information not received by 11:59 p.m. Eastern Time on the closing date will not be considered.**

### **1) Statement of Interest, to include:**

- a. Concise statement outlining your interest in the Commission and what you hope to gain from this internship (maximum 400 words);
- b. Short answer response (maximum 250 words) to **one** of the following prompts, in your own words, without assistance of AI or other writing aid:
  1. Describe a recent development in U.S.-China relations that you consider impactful. What topline lessons should policymakers take from this development?
  2. Describe your understanding of the role congressional advisory commissions play in the legislative process.
- c. Name and contact information for two professional references, ideally one academic and one professional;
- d. Availability for work (including a tentative start and end date) and total hours per week available;
- e. Whether you will receive academic credit or outside funding for participating in this internship.

### **2) Resume**

### **3) Current Writing Sample**

A sample of your own writing (to include a memorandum, essay, report, or academic article), ideally on a topic related to Chinese business, economics, international relations, comparative politics, and or/foreign affairs. The writing sample must be your own work and should not exceed 5 pages; include citations as appropriate. A short statement should accompany the writing sample explaining to what extent, if at all, AI or another writing aid was used in the development of the sample.

## **WHAT TO EXPECT AFTER APPLYING**

After submitting your application package, you will receive an email confirming receipt of your application materials. Please note this email confirmation is not automated and may take 2–3 business days to receive. You will be contacted via email if we would like to schedule an interview or require additional information. All applicants will be notified once the position has been filled.

## **HOW YOU WILL BE EVALUATED**

The Commission will evaluate your statement of interest, resume, and writing sample to assess your qualifications and experience. Top applicants will be invited to participate in a videoconference interview. The final hiring decision will be made by the hiring committee.

## **OTHER IMPORTANT INFORMATION**

The Commission actively seeks a diverse applicant pool and values having a variety of views, backgrounds, and experiences on the team. The U.S.-China Economic and Security Review Commission is an equal employment opportunity employer and does not discriminate against any applicant for employment because of that individual's protected characteristics as defined by law and legal precedent, including: race, color, religion, sex, national origin, age, disability, genetic information, or uniformed service.

The Commission 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.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

**Benefits.** Consistent with 5 CFR Part 890, interns who meet the eligibility requirements are able to participate in the Federal Employees Health Benefits Program. Interns are also eligible to participate in the "SmartBenefits" transit subsidy program.