

2017 Research Fellow for Economics and Trade

The U.S.-China Economic & Security Review Commission (Commission) is seeking applicants for a Research Fellowship in economics and trade. Fellows will be exposed to a broad spectrum of work, including monitoring developments relevant to the Economics and Trade Team's portfolio; assisting with preparing Commission hearings; and conducting independent research.

The term of the fellowship is generally on a semester basis, with the first session beginning in mid-January and the second beginning in July; however start and end dates are variable based on the Commission's needs. The Commission 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 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/uscc-charter>.

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. Draft, fact check, and/or edit material for the Commission's Annual Report, and perform related duties as assigned.
4. Attend seminars, meetings, and events on behalf of the Commission, 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 a current graduate-level student, or a graduate of 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 economics and trade, with a focus on Chinese and/or broader Asian business, economics, and trade.
 - a. Coursework with a focus on Chinese and/or broader Asian international relations and foreign affairs is highly desirable.
5. Must be proficient in Microsoft Word and Excel.
 - a. Familiarity with data processing software and statistical databases is highly desirable.
6. 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. Commission Fellowships are intellectually challenging and require individual initiative. Strong research and communications skills – writing and oral – are essential.

APPLICATION PERIODS

Opened: Friday, February 10, 2017

Closes: Friday, March 17, 2017

HOW TO APPLY

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

Your application package must include a:

1) COVER LETTER:

In the cover letter please list the following in bullet format:

- a. Your basic contact information
 - i. Email address
 - ii. Most convenient phone number
 - iii. Permanent address
- b. Availability
 - i. Include tentative work schedule & hours per week
- c. Brief statement outlining your interest in the Commission and our Research Fellowship Program.
- d. Brief statement addressing your research skills, knowledge, and effective utilization of electronic and print information, especially sources relating to China, Taiwan, and the Asia-Pacific region.
- e. If you are interested in completing this internship **for-credit** with your academic institution, please answer the following:
 - i. Name of the program, or class, and the affiliated academic institution
 - ii. Contact information for a program administrator
 - iii. Start/End dates of registration
 - iv. Any other applicable information
- f. Provide concise, point-by-point responses to the following questions:
 - i. 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.
 - ii. Are you proficient with using Microsoft Office Suite software applications?
 - iii. What is your level of experience conducting economic research and analysis?
 - iv. 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.
 - v. 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.
 - vi. How did you hear about this position?

2) PROFESSIONAL RESUME:

- a. 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:

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

4) ACADEMIC WRITING SAMPLE / RESEARCH PAPER:

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

5) 2 LETTERS OF RECOMMENDATION:

- a. Please instruct your recommenders to email their letters directly to Opportunities@uscc.gov. Recommendations will be attached to their respective applications upon submission. Include in your application email the names of your recommenders.

6) COPY OF ACADEMIC TRANSCRIPTS:

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

WHAT TO EXPECT AFTER APPLYING:

After submission, you will receive an e-mail confirming receipt of your application materials. You will be contacted via phone and/or email if we wish to schedule a telephone interview. Final interviews may be conducted by the Chairman and/or Vice-Chairman, or a designated Commissioner.

OTHER IMPORTANT INFORMATION:

Research Fellows are paid \$31,830.00 per year. Successful applicants 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. Consistent with 5 CFR Part 890, you may be eligible to participate in the Federal Employees Health Benefits Program.

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 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.

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: Opportunities@uscc.gov.