

INTERNSHIP PROGRAM

ABOUT THE PROGRAM

The US-Asia Institute (USAI) has hosted its internship program for students interested in Asian affairs since 1979. The Institute selects undergraduates, recent graduates, or graduate students during the summer, winter/spring, and fall terms. Internships are unpaid but there is a scholarship fund and ground transportation stipend [see our website for more information: usasiainstitute.org/internship].

The USAI Internship Program gives students a unique opportunity for hands-on experience in the field of U.S.-Asian affairs. Throughout the internship, students will play an active role in organizing educational programming, overseas Congressional staff delegations, forums, receptions, and diplomatic off-the-record briefings. Students will also be expected to represent the Institute at Congressional hearings, think-tank briefings, and other networking events in the D.C. area.



Axel Catellier,
Summer 2018

"USAI empowered me to expand my writing and analytical skills each and every day—and I would not be where I am now without the constant support they have shown to me. I will always be thankful for the U.S.-Asia Institute and an advocate for the important work in people-to-people relations that they do."



Christina Durham,
Summer 2020

"Even in the midst of a global pandemic, USAI continued to impress me with the diversity of its programs and the support freely given by the staff and USAI's illustrious alumni network. That I get to be a part of an organization like this, a place that works towards bridging people and governments together, makes me really proud."

JOB DESCRIPTION AND QUALIFICATIONS

USAI seeks highly motivated undergraduates, recent graduates, and graduate students with a strong interest in US-Asia relations. Foreign applicants are encouraged to apply for internships (Appropriate visa arrangements are the responsibility of individual applicants). We seek individuals possessing strong writing, organizational, and communication skills.

To apply for our internship program, please submit the following:

1. Resume
2. Cover letter detailing a plan of objectives, a brief description of your future academic and professional goals, and availability for the internship including proposed start and end dates, and day-to-day availability.
3. Short writing sample (2-pages maximum).

USAI offers three different types of internships: Political Affairs, Communications, and Rule of Law (summer only). See our website usasiainstitute.org/workwithus to learn more about the positions.



Haruka Noishiki,
Summer 2020

"When the Intern Coordinator repeatedly said that the interns are part of the USAI family during our orientation, I didn't realize how true that was. The USAI staff has truly welcomed us in, sharing with us professional connections, DC favorites, food, and so much more."

APPLICATION DEADLINES

Winter/Spring Term: January – May

Deadline: November 1

Summer Term: May – August

Deadline: March 15

Fall Term: September – December

Deadline: June 15

Submit completed application materials as a single PDF to Program Manager: Amanda Earls, amanda.earls@usasiainstitute.org



USAI Internship Alumni Community

Once connected with USAI through this internship program, interns become part of the USAI community. Established in 1979, community of intern alumni continue to advise, mentor and assist their fellow alums professionally and personally. Our internship alumni community involves people from around the globe and from different walks of life and interests, including but not limited to business, academia, foreign service, international affairs, arts & culture, and so much more. Staying connected is an important part of the USAI experience.

