

The National Security Archive Fund, Inc.

The George Washington University
Gelman Library, Suite 701
2130 H Street, N.W.
Washington, D.C. 20037

Phone: 202/994-7000
Fax: 202/994-7005
nsarchiv@gwu.edu
www.nsarchive.org

INTERNSHIPS ON U.S. FOREIGN POLICY

Presenting an unusual opportunity for students to:

- * Learn how the foreign policy process really works
- * Develop valuable research skills
- * Work with documents once classified TOP SECRET and higher
- * Become proficient in a 100,000-record computerized database

THE NATIONAL SECURITY ARCHIVE, an independent, non-profit [research institute and library](#), regularly offers internships to students who are interested in international relations and how the U.S. foreign policy bureaucracy functions.

INTERNSHIPS are unpaid. Academic credit or independent funding is sometimes possible; students should contact the appropriate persons at their school if they wish to pursue either of these options. Applications are accepted from students at any point in their college career, as well as from graduate students and recent college graduates.

EACH INTERN is assigned to work with a staff analyst on a specific research project. Assignments generally include building chronologies of events; helping obtain, order and catalog government documents; assisting with computer data entry; and performing library and archival research. Every effort is made to keep non-substantive tasks to a minimum. While at the Archive, an intern can expect to gain a solid body of knowledge in their project area, as well as a familiarity with the resources available for foreign policy research in Washington and how to obtain documents through the Freedom of Information Act.

Interns are expected to stay at the Archive for a minimum of two months, although internships of a full semester are preferred. In general, interns work a minimum of 12-15 hours per week. The actual number and scheduling of hours depends upon the project.

CURRENT PRIORITY PROJECTS include U.S. policy on the following: Nuclear History; Iran; Mexico; Cybersecurity, Russia, Genocide, Climate Change.

LOCATED on the top floor of George Washington University's Gelman Library in the Foggy Bottom neighborhood of D.C. (a 10-minute walk from the State Department), the Archive is easily accessible by public transportation.

TO APPLY: Please send a cover letter specifying areas of interest and/or expertise, a resume, short writing sample, and transcript (does not have to be official). One or two recommendations are optional, but often helpful.

Mail, fax, or e-mail your materials to:

An Independent, non-governmental research institute and library located at the George Washington University, the Archive collects and publishes declassified documents obtained through the Freedom of Information Act. Publication royalties and tax-deductible contributions through The National Security Archive Fund, Inc. underwrite the Archive's budget.

By mail: Sue Bechtel
The National Security Archive
The George Washington University
Gelman Library, Suite 701
2130 H St. N.W.
Washington, D.C. 20037

By fax: (202) 994-7005

By e-mail: sbechtel@gwu.edu

DEADLINES: For Summer internships, the application deadline is March 15. Fall internships begin in early September; we suggest that applications be submitted by the end of July. Spring internships begin in January; students should apply by December 1, if possible. Later applications will be considered whenever possible, however it is strongly suggested that summer applications be submitted by the application deadline to receive full consideration.

Internship opportunities are offered without regard to race, religion, national origin, age, gender, sexual preference, marital status or non-job related physical handicap.