

The Leadership Development Internship - Summer 2017

POSITION INFORMATION

Employer	Middle East Institute
Division	N/A
Title	The Leadership Development Internship - Summer 2017
Description	<p>There are three internship terms each year, available to undergraduates who have completed at least one year of school, recent graduates, and graduate students. Positions are available on a full- or part-time basis with a minimum of 20 hours per week. Please use the links below to explore the different internship opportunities that we offer: Publications, Programs, Arts and Culture, Communications, Development and Fundraising, The Oman Library at MEI, Languages and Regional Studies, Center for Turkish Studies, Research Assistantships, Staff Assistant, Finance Administration</p>

Interns represent more than half of MEI's staff. As a result, you will be presented with exciting opportunities to do real work that has real outcomes. There is no filing or coffee-running in this job. Instead, you will immerse yourself in issues relating to the Middle East, and be expected to complete substantive assignments with personal guidance from your supervisor. All internships at the Middle East Institute are unpaid, though the Leadership Development Internship Program is packed with other benefits:

- Free language courses at the Institute in an intimate classroom setting with native-speaking professors
- SmarTrip card which is reloaded with \$100 per month for travel to and from MEI
- Opportunities to discuss career paths with experts in government, academia, and non-profit and private sectors through the Intern Development Series
- Workshops to build skills such as resume and cover letter writing, networking, HTML/CSS coding, how to write news articles and op-eds
- Encouragement to attend conferences at MEI and other think-tanks in the DC area to foster your understanding of current topics in the Middle East, and to expand your professional network
- One-year electronic subscription to the MEI's flagship publication, The Middle East Journal, the oldest peer-reviewed journal dedicated to Middle East scholarship
- Access to a network of MEI intern alumni, who work in a wide variety of fields both in DC and around the world

Please visit <http://www.mei.edu/internship-faq> for more information

Location

LOCATION

Nationwide

no

City

HOW TO APPLY

To apply for an internship, please send the items below in PDF format to Carly Puzniak at internships@mei.edu. Format the email's subject according to the following model: Last Name- Fall Internship Application. Please note that due to the large volume of applicants, only those selected for an interview will be contacted.

- Cover letter
- Resume
- One professional and two academic references (contact information only; no letters, please)
- Five-page (maximum), double-spaced writing sample on a topic relevant to current events in the Middle East
- College transcript (unofficial preferred).

Applications accepted via:
Other

IMPORTANT DATES

Posted On:
Jan 31, 2017

Applications Accepted Until:
Mar 15, 2017

CONTACT INFORMATION

Employer	Middle East Institute
Name	Carly Puzniak
E-mail	internships@mei.edu

Washington D.C.

State/Province
District of Columbia

Country
United States

Position Type Unpaid, Internship

Salary Level unpaid 

Job Function Arts Administration, Museum, Library, Foreign Language, Fundraising, Development, Non-Profit, International Development, Social Services

Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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