



## 2019 Student Diversity and Inclusion Internship Program

*The Congressional Research Service (CRS) works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for more than a century. CRS is well-known for analysis that is authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has 24/7 access to the nation's best thinking.*

**The Congressional Research Service is seeking to place students for up to ten weeks in the following paid summer internships. Students of diverse backgrounds, underrepresented groups, or individuals with disabilities are encouraged to apply.**

**Starting salaries will be \$11.54/hour to \$26.94/hour, dependent upon the grade of the position. To apply, send an e-mail to Eliamelisa Gonzalez at [egonzalez@crs.loc.gov](mailto:egonzalez@crs.loc.gov) that includes: 1) the position(s) you wish to apply for 2) your resume and 3) official or unofficial transcripts. You can also contact Ms. Gonzalez at (202) 707-6399. The deadline to apply is **April 5, 2019**. U.S. Citizenship is required. Interns may be eligible for the Metro Transit Subsidy Program. For more information about CRS, please go to <http://www.loc.gov/crsinfo/>.**

### **Domestic Social Policy - (Research and Library Services Section)**

Intern will assist with maintenance of two research portal sites by adding content, cleaning up metadata, and developing strategy to assess old files for possible inclusion. Conducting research to find the most recent state plans for the Temporary Assistance for Needy Families program. Compile information about state child support guidelines. Intern would also assist with additional ad hoc and short-term projects as they arise. The intern should possess familiarity with SharePoint and with database searching. Candidate should be currently pursuing a Master of Library Science (or Master of Library and Information Science, or similar degrees).

### **Foreign Affairs, Defense and Trade Division – (Research and Library Services Section)**

Intern will organize digital files; provide reference and research services; searching for; bills, laws, hearings, treaties, news articles; using LIS and subscription databases. In addition, the intern will prepare finding aids, directories, background reports and related written reference products. Intern should have knowledge of conducting and providing reference, research, information management and organization, and an interest in public policy. Intern should possess the ability to work collaboratively with librarians and policy experts. Masters of Library/Information Science candidates preferred.

### **Foreign Affairs, Defense and Trade Division – (Defense Budget, Manpower and Management Section)**

Intern would contribute to updates of CRS Reports, co-author an InFocus or Insight on U.S. defense industry after completing the Division standard design review. During the internship, the intern will learn to perform and practice legislative research. Before the end of the internship, the intern will practice oral presentation by briefing the permanent staff of the Division. The ideal intern would have a background in economics, econometrics, applied econometrics or statistics. Desired skills would be some knowledge of data visualization in programs such as Excel, High Charts, BI, D3, Python or R.

### **Government and Finance Division – (Government Finance and Taxation Section)**

The intern's assignments will focus on state and local public finance and the relationship with the federal government. Depending on the intern's background and areas of interest, the project could focus on specific areas of such as infrastructure finance or grants for specific policy outcomes; and state and local budgeting and the variation across states particularly if federal aid programs are modified. Intern should have an undergraduate degree in economics, finance or business. Ideal intern is a graduate student currently enrolled in an economics, finance, business administration, public administration, public policy, and math or computer science program. Intern should possess the ability to manipulate spreadsheets, inferential statistics software; have experience in writing literature reviews and accessible description economics primers.

### **Knowledge Services Group – (Information Architecture, Analytics and Data Section)**

The intern will assist in the arrangement and description of the CRS Archives, and the development of aids for locating materials within the Archives. Intern will be assign subject metadata for products added to the CRSX repository. The intern will help maintain CRS taxonomies and their association with CRS content, and metadata for CRS reports and other products. In addition, the intern will analyze and identify terms for search thesaurus to optimize search on the CRS website and assist with the digitization of CRS materials. Knowledge of and experience working in an archives and knowledge of archival arrangement and description is desired. Strong organizational skills, excellent attention to detail, able to work independently, and basic computer skills needed. Student pursuing masters in library science with concentration in archives is preferred; other degrees considered are masters in science archives, museum studies, and information science.

### **Knowledge Services Group – (Information Architecture, Analytics and Data Section)**

Intern will assist with development of taxonomies and related documentation; metadata identification and capture; maintaining digital archives; assist with data quality reviews and data cleanup efforts; and create business analytics reports. Intern will update content management applications and documentation as needed. In addition, intern will assist with updating Data Metrics Portal as well as research and recommend additional tools and techniques. Ideal intern will have knowledge of taxonomies or ontologies, metadata principles and uses, and ability to work with data in different formats. Intern should understand website content management and research. Knowledge and experience of data statistical techniques /computations and computer skills in statistics tools such as SQL, Python, and R desired. Student should possess excellent attention to detail and able to work independently. Student pursuing a graduate degree in information science, information management or systems or masters in library science.

### **Resources, Science and Industry – (Research and Library Services Section)**

Under the direction of the section head, the intern will assess, inventory, organize the extensive print research collections in the Resources Science and Industry Division. Intern will assist in digital library initiatives. The intern will increase access to these collections by creating finding aids and other access points, and will help design and develop content for intranet knowledge management sites. In addition, intern will assist research librarians with congressional requests requiring basic research and data entry verification. The intern should have experience in cataloging or creating metadata, attention to detail, thoroughness, and demonstrate initiative. Intern experience with SharePoint, Python, or R, is a plus. Undergraduate or graduate student of library science, information technology, archives and records management, history, political science or public policy is preferred.

### **Office of the Counselor to the Director – (Administrative Section) *opportunity ONLY six to eight weeks***

The intern would conduct legal research and prepare memoranda for use by attorneys in the Counselor's Office regarding legal issues of interest to the Office. Additionally, the intern would have the opportunity to shadow attorneys in the office when they advise management on labor and employee relations matters, as well as ethics and policies issues. The intern would provide drafts of documents to follow up on these meetings. Ideal intern would have the ability to write and conduct legal research. Applicants should be enrolled in an accredited law school program.

### **Office of Administrative Operations - Procurement and Administrative Services Section**

Intern will conduct an analysis of some existing processes. This will include gathering data on the processes and doing an analysis of where the bottlenecks appear to be. Analysis may lead to updating of forms or information within internal website. Intern will participate in some facilities/space analysis and projects. In addition, may conduct an analysis of existing space and future space needs. Intern should possess attention to detail, willingness to learn and strong organizational skills. Student can be enrolled in an undergraduate or graduate program preferably business, mathematics, or humanities.