



2020 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 \$12.22/hour to \$28.53/hour, dependent upon the grade of the position. To apply, send an e-mail to EMPLOYMENT@crs.loc.gov that includes: 1) the position(s) you wish to apply for 2) your resume and 3) official or unofficial transcripts. The deadline to apply is **March 20, 2020. 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/>.**

Office of the Counselor to the Director – Administrative Section (opportunity ONLY 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. The ideal intern would have the ability to write and conduct legal research as well as completed courses in legal research and writing. Candidates with an interest in labor/employment law or those who have completed coursework in these areas are encouraged to apply. Applicants must be enrolled in an accredited law school program.

Office of Publishing – Content Management and Data Analytics Section

Intern will assist with daily content management tasks including data set clean up, status changes, file migrations, associate roper top level terms and entering and assigning metadata tagging. Intern will also provide assistance on the CRS Enterprise wide Taxonomy project, capturing input from stakeholders, updating documentation and formatting data for standard templates. Intern will support the automate taxonomy tool pilot by documenting functionality and test results. In addition, intern will prepare data for data metrics site; identify, organize, digitize and dispose of materials based on record management plans. Intern should also have knowledge of and experience working with information structures as well as have knowledge of taxonomies and/or ontologies. Applicants should have understanding of website development, IT skills, organizational skills, excellent attention to detail, and the ability to work independently. Intern should be pursuing a Masters of library science, information science or information management.

Office of Publishing – PUB Graphics Section

The intern will apply technical knowledge and graphic design principles in the formatting and visualization of complex information. The visual information intern will assist in the editing and design of visual materials for CRS general distribution products and internal collateral. The intern will organize and work with content and graphics in multiple formats such as text, charts, images, illustrations, and video. Intern should know to use Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premiere Pro, After Effects); Microsoft Office (Excel, PowerPoint, Word); graphic design; data visualization. Intern should be creative, and able to advise on best formats and layout options to communicate information effectively. Intern should be able to visually "tell a story". Students enrolled in graphics design, data visualization, visual/digital/multimedia arts, communications/policy analysis with advanced graphic design coursework are encouraged to apply.

Domestic Social Policy - Children and Families Section

The intern will support the work of the analysts who cover federal low-income housing policy and programs and seek assistance in researching available data on energy usage in assisted housing units, as well as federal policies related to utility assistance and/or energy efficiency among the federally-assisted housing stock. The work will involve reading and synthesizing research literature on the topic, as well as executive branch and legislative branch documents (regulations, laws, committee reports and hearing transcripts, for example). There may be other opportunities to collaborate on shorter-term research projects related to housing or utility assistance topics may also arise. Students enrolled in any of the social sciences,

including political science, history, economics, sociology, social work; or some form of environmental studies are encouraged to apply.

Domestic Social Policy - Education and Labor Section

Intern will provide support for a report on public funding for postsecondary education. The report will cover issues related to student financial aid programs available to help students and families pay for postsecondary education, federal and state funding for institutions of higher education, and congressional proposals to alter how postsecondary education is funded and financed. The report will also survey approaches to postsecondary finance employed in other nations with advanced economies. The intern would primarily be tasked with doing case studies of five to seven countries outside of the U.S. that employ approaches for funding and financing postsecondary education that differ from the U.S. Intern may also be tasked with developing a categorical summary table of free tuition programs across states. Finally, the intern would conduct data analysis of trends in postsecondary financing using the Integrated Postsecondary Education Data System. Intern must have the ability to work independently; excellent oral and written communication skills to discuss and document research progress; excellent organization skills, and the ability to analyze data. Master's or Doctorate degree candidate in higher education (HE) field (e.g. HE administration, HE leadership, HE policy) preferred. Master's or Doctorate degree candidate in education, public policy and/or administration, economics, political science, and law will also be considered.

Domestic Social Policy - Research and Library Services Section

Intern will assist with maintenance of two research portal sites in SharePoint. One site is focused on immigration and one on child care. This involves adding content, cleaning up metadata, and developing a strategy to assess various files currently living on a shared drive for possible inclusion. Intern will also develop a document or spreadsheet that tracks Federal Register notices related to Temporary Protected Status. This involves identifying notices, capturing selected information from them, and finding additional information about the administration in power when each notice was issued. Intern will update information about coverage dates for particular types of documents/collections found in various databases. Intern will assist with research for congressional requests as needed and assist with other ad hoc, short-term projects that may arise. Intern must have familiarity with SharePoint and with database searching. Candidate must be pursuing, intend to pursue, or who have obtained a Master of Library Science (or Master of Library and Information Science, or similar degrees).

Foreign Affairs, Defense and Trade – Europe and Americas Section

Intern would support work tracking security developments in Mexico at the state level; feeding into short and longer products. The work could include research on the restart of U.S. development assistance in Ecuador; the plight of indigenous and rural campesino Colombians in the face of continued instability, and possible revision of a Paraguay short report depending on congressional priorities. Applicants should be fluent in Spanish, with an interest in security and development issues. Intern should be interested in ethnic political issues; due to significant indigenous communities in Mexico, Ecuador, and Colombia. Student should possess strong writing and research skills. Students in graduate program enrolled in Latin America or development majors should apply.

Foreign Affairs, Defense and Trade - Europe and the Americas Section

Intern support work in tracking security and human rights developments in Mexico. Intern could help update short products based on experience and skills. Intern may also help track and update several products for Congress related to Venezuela. Latin America or development majors; ideally Spanish major or minor graduate student or rising seniors preferred. Student should be fluent in Spanish; interest in security and development issues and possess strong writing and research skills.

Foreign Affairs, Defense and Trade – Defense Budget, Manpower and Management Section

Intern will work with a CRS specialist in creation of a product that may be used to compare, contrast, and relate the range of federal income security benefits (e.g., social security, federal retirement, military retirement, disability). This product may be a standalone graph or it may be incorporated into a CRS product. The intern would be required to conduct a design review of the product, perform research, and drive the product through publication. The intern must be familiar with Excel and PowerPoint. Graduate students in public policy, economic policy, or human resources policy, MPP and MBA are preferred.

Foreign Affairs, Defense and Trade - Defense Policy and Arms Control Section

The intern will provide the Defense Policy team with research support on issues including: current military operations, defense strategy, military capabilities, nonproliferation and arms control, and space capabilities. The intern will also attend and take notes at events on Capitol Hill and in Washington, D.C. on behalf of CRS analysts. Intern will support the production of reports and papers authored by the Defense Policy team for the Congress. Applicants should have strong research, writing and graphics skills. Intern will preferably be working towards their masters or Ph.D. in political science, government, public management, national security, security studies or related fields.

Foreign Affairs, Defense and Trade – Middle East/Africa Section

Intern will work closely with research assistants to support for the section. Intern will complete thorough literature review on the topic of Women in the Middle East and North Africa. Students will strong writing skills, and regional background in the Middle East and North Africa would be helpful. Ideally a graduate student or a rising senior with experience as a research assistant would be a strong candidate.

Foreign Affairs, Defense and Trade – International Trade and Finance Section

The intern would support research by working on a project to set up a spreadsheet or system to track USMCA labor inspections and dispute settlement in regard to the implementation of the agreement. They would also be involved in tracking the progress that Mexico is making in implementing their labor reform commitments and the possible effects on manufacturing, worker rights, and/or U.S.-Mexico trade. They may also be asked to work on other assignments related to USMCA implementation and U.S.-Mexico trade. Intern should possess knowledge of one or more of the following: international trade relations, free trade agreements and negotiations, international labor issues, NAFTA or USMCA, U.S.-Mexico relations, government policies related to trade. Familiarity with Spanish is a plus. Seeking graduate students enrolled in an economics, public policy, international relations or a similar degree graduate program.

Government and Finance – Research and Library Services

The intern will work collaboratively with CRS librarians and policy experts on projects that develop their skills in reference, research, and collections management and organization. The intern may participate in interacting with congressional clients; negotiating the content and deadlines of time sensitive requests; developing and implementing complex research methodologies; forming, and conferring with, ad hoc teams of experts to advise on research questions; and developing careful and focused written responses that are subject to multiple stages of review. Intern will be able to attend training sessions presented by CRS on the legislative process and public policy issues of interest to the Members. Intern will also attend internal training sessions on topics such as tracking action on bills throughout the legislative process, compiling Member voting records on public policy issues, understanding the appropriations process, searching within commercial and proprietary databases, and the effective use of commercial software and web tools. Student should possess strong reference, research, writing, and knowledge of Excel; collections management and organization in a research library. Undergraduate or graduate students enrolled in Library-related degrees such as Library Science, Information Studies, Information Science are encouraged to apply.

Resources, Science and Industry – Environmental Policy Section

An Intern could be tasked with helping support any of a number of analysts, depending on the skill mix of the candidate and the needs of the Congress and CRS staff at the time. The most important skill is the ability to synthesize research in writing, spreadsheets or other forms (depending on the analysts' needs) with absolute accuracy. A candidate with some economic or financial expertise could help assess the status of industry self-bonding or other financial assurance instruments relevant to RCRA, CERCLA and/or SMCRA. Our climate change team may need assistance evaluating the potential impacts of various state/regional programs (e.g., RGGI, AB32 or WCA) or proposed federal legislation. A general researcher include compiling data from life-cycle analyses of electric car manufacturing. The intern should have the ability to analyze and synthesize primary source information and communicate clearly through writing, spreadsheets, or graphic methods (GIS or Infographics). Undergraduate and graduate students of Chemistry, law, environmental science, environmental policy, statistics, economics, journalism, Geographic Information Systems, geology, geography, engineering, history are encouraged to apply.

Resources, Science and Industry – Research and Library Services

Seeking an intern for the Research and Library Science section, which supports the work of Congress in issue areas including earth sciences, natural resources, environmental policy, energy and minerals, agriculture and food, science, technology, transportation, and industry. Under the direction of the Section Head and working with other CRS librarians, the intern will assess, inventory, organize, catalog, and preserve RSI's extensive print research collections, as well as assist in digital library initiatives. The intern will contribute to increasing CRS's awareness of some of its unique research collections. The intern will help increase access to these collections by creating finding aids and other access points, as well as promote awareness of these collections within CRS. Student should have experience in cataloging or creating metadata, attention to detail, thoroughness, and initiative, as well as be an experienced user of Excel and SharePoint. Note: The work will require moving some books and other printed material. Some of the material is likely to be dusty. Applicants should be in a Master's and/or Bachelor's degree in Library and/or Information Science. Applicants may also be enrolled in Information Technology, Archives and Records Management, History, Political Science, Public Policy programs.