



## **Research Management and Administration Internship Opportunity – Spring Semester 2015**

The [Institute for National Strategic Studies \(INSS\)](#) at [National Defense University \(NDU\)](#) is seeking U.S. citizen students for internships for the Spring Semester 2015. INSS is a collection of Department of Defense research centers established in 1984. The mission of the Institute for National Strategic Studies (INSS) is to conduct research in support of the academic and leader development programs at NDU, and to provide strategic support to the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, and the Unified Combatant Commands.

INSS includes the following Centers: the [Center for Strategic Research \(CSR\)](#), the [Center for the Study of Chinese Military Affairs \(CSCMA\)](#), the [Center for Technology and National Security Policy \(CTNSP\)](#), the [Center for Complex Operations \(CCO\)](#), and the [National Defense University Press \(NDU Press\)](#).

We offer unpaid internships to U.S. citizen undergraduate and graduate students (as well as recent graduates) in a variety of areas pertaining to national security and international affairs. All INSS interns provide substantive research assistance to our Senior Fellows and Staff, as well as have the opportunity to participate in Defense Department and Interagency meetings/events.

The Research Intern selected for this position will serve in the front office of the Institute for National Strategic Studies (INSS), National Defense University. Functions include assisting the Director for Research and Strategic Support, INSS Management Team, Center Directors, and Senior/Distinguished Research Fellows as needed in support of the research mission. They will provide research support in the planning, development and conduct of studies and analyses, background papers, literature searches, etc., involving broad areas on national strategy, military policy, and related subject matters. The Research Intern must also perform various administrative duties that facilitate the running of the Institute, its Centers, and assist in the coordination between the Institute and other NDU components and staff elements.

To apply to the INSS Internship Program, please send a cover letter identifying your specific subject matter areas (or INSS Center/Experts) of interest and related experience, resume, and short writing sample (2-3 pages), addressed to the INSS Dean of Administration and Chief of Staff, also serving as the Internship Program Coordinator, Mr. Donald Mosser, at [INSS\\_Intern\\_Program@ndu.edu](mailto:INSS_Intern_Program@ndu.edu). General questions may also be directed to Mr. Mosser at 202-685-3844 or Ms. Kacey Mahoney at 202-685-2335.

Application Deadline: November 23, 2014 (applications reviewed on a rolling basis).

Approximate Decision and Notification Date: Week of December 8-12, 2014

Approximate Start Date: January 19, 2015 (flexible)

Approximate End Date: May 29, 2015 (flexible)