

Join the Information Technology Industry Council (ITI) Fellowship Program

At the Information Technology Industry Council (ITI), we advocate for public policies that advance innovation, open markets, and enable the transformational economic, societal, and commercial opportunities that our companies are creating. Our members represent the entire spectrum of technology: from internet companies, to hardware and networking equipment manufacturers, to software developers. ITI's diverse membership and expert staff provide a broad perspective and intelligent insight in confronting the implications and opportunities of policy activities around the world.

Come join the Policy – Americas Team

ITI is offering a Fellowship Program with the Policy team, focused on the Americas. The Policy team manages ITI's policy engagement and advocacy around the world on a range of issues related to the tech industry, with a focus on the Asia-Pacific, Europe, Latin America, and U.S. markets. The Americas Policy team seeks a qualified graduate student interested in Western Hemisphere or tech policy to further their academic and career development in a policy advocacy organization. The Policy Team positions are available for academic credit or an hourly wage of \$17/hour with a 25-hour workweek from Monday-Friday.

Your responsibilities:

- Monitor legislative, regulatory, and policy proposals in the Western Hemisphere.
- Assist in drafting fact sheets, position papers, letters, comments, and other written materials for policymakers.
- Manage projects under staff members, such as new policy initiatives and member surveys.
- Maintain tracking sheets for policy developments, industry contacts, and other data as necessary, including but not limited to ITI interviews, news mentions, and press clippings.
- Collect and track regulatory data on technical barriers to trade, export control regulations, and tech sector impacts in key markets along with regulatory initiatives and engagement strategies in the Americas.
- Synthesize, present, and analyze information on trade and tax, AI, privacy, cybersecurity, telecom, and 5G.
- Assist in the drafting of strategic recommendations and other written products for ITI members.
- Attend and produce summaries of external events on a wide range of technology issues related to the Americas.
- Monitor current events and compose news clippings.
- Compile data and other information for research projects.
- Coordinate and organize virtual trips and events.

Your qualifications:

- Applied and accepted into a Master's degree program focused on political science, public policy, international affairs/relations, regional studies, economics, technology policy (e.g., cybersecurity), relevant STEM (e.g., engineering, computer science), business, communications, marketing, or a related field
 - Also eligible are students enrolled in a legal or professional (e.g., JD/LLM) degree program focused on international business, international trade, consumer protection, data/privacy, or competition/anti-trust
- Demonstrated interest and knowledge of technology policy or Western Hemisphere Affairs
- Demonstrated experience analyzing, synthesizing, and presenting information
- Exposure or experience in the government industry
- Open source research, analytical, writing, editing, and verbal communication skills
- Familiarity with Microsoft Office 365 required
- Foreign language competency in Spanish and/or Portuguese is preferred.

Your intangibles:

- Self-starter
- Emotional intelligence and interpersonal skills
- Organizational skills with the ability to handle multiple projects, prioritize competing priorities and meet deadlines
- Commitment to accuracy, detail, and follow-up
- Team player that works to build consensus
- Customer service-oriented; possess tact, diplomacy, good judgment and discretion, reliability, and professionalism

Your perks:

- A stimulating work environment in a fast-paced regulatory landscape;
- Working with expert colleagues that provide a broad perspective and intelligent insight in confronting the implications and opportunities of policy activities around the world;
- Daily exchange with a multicultural team of colleagues, primarily in Washington, DC, and Brussels;
- And, much more!

Are you a good match?

Submit a cover letter, resume, and a one-two page writing sample to the following job link:

<https://cessnasearch.zohorecruit.com/jobs/Careers/361327000006753259/Fellowship-Program---Policy-Team-Americas-?source=CareerSite>

There are no explicit requirements for the writing sample other than length – it may be an excerpt and, on any topic, so long as it is a proper sample of your writing. **Applications missing any of these components will not be considered. Applications must be submitted by the deadline listed below.**

Term	Applications Open	Application Deadline	Start Date	End Date
Spring	10/23/20	11/27/20	1/11/21	4/30/21
Summer	3/15/21	4/16/21	6/7/21	8/14/21
Fall	6/21/21	7/23/21	9/7/21	12/10/21

ITI is an equal opportunity employer. We are committed to an inclusive workplace. We encourage diversity and do not discriminate based on age, race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, genetic information, marital status, disability, veteran status, or any legally protected characteristics.

About Cessna & Associates, LLC



Cessna & Associates, LLC is a boutique HR consultancy partnering with mission driven, non-profit organizations. Our goal is to identify the best potential candidates that the market has to offer. Position inquiries to Beth Cessna at jobs@cessnasearch.com.