



INTERN POSITIONS

STUDENT VOLUNTEER PROGRAM

ASIA-PACIFIC CENTER FOR SECURITY STUDIES

POSITION: STUDENT VOLUNTEER INTERN

Internships are volunteer, unpaid academic support positions available during fall, spring and summer for graduate students with relevant background, studies and experience applicable to international security cooperation. The internship commitment period begins 14 days prior to the course start date and ends 3 working days after the course end date. Position is uncompensated; intern is responsible for self travel, accommodation and living expenses.

ORGANIZATION/DUTY STATION: Asia-Pacific Center for Security Studies

The Asia-Pacific Center for Security Studies (APCSS) is a U.S. [Department of Defense](#) regional educational center that officially opened Sept. 4, 1995, in Honolulu, Hawaii. APCSS addresses regional and global security issues, inviting military and civilian representatives of the United States and Asia-Pacific nations to its comprehensive program of executive education and workshops, both in Hawaii and throughout the Asia-Pacific region.

APCSS provides a focal point where national officials, decision makers and policy makers can gather to exchange ideas, explore pressing issues and achieve a greater understanding of the challenges that shape the security environment of the Asia-Pacific region. APCSS is located in a modern facility across from the Hale Koa Hotel in Fort DeRussy Park, Waikiki.

ELIGIBILITY: Qualified candidates must be enrolled as degree-seeking students in a graduate studies program at an accredited college, university or professional school and maintain a minimum GPA of 3.5/4.0. In addition, candidates must be available to participate full-time for the duration of an APCSS in-residence course (please refer to www.apcss.org/calendar/ for course schedules). The intern must be a U.S. citizen.

SUMMARY OF DUTIES: The intern's primary responsibility is to support courses in the College of Security Studies. Three courses have internship positions: Advanced Security Cooperation (4 weeks), Comprehensive Security Responses to Terrorism (4 weeks) and Comprehensive Crisis Management (4 weeks). Interns will be expected to help with course development by assisting faculty members with research and preparation for lectures, lessons, case studies and exercises. For the duration of the course, interns will be assigned to a seminar leader (an APCSS faculty member) in one of several seminars and are expected to:

- a) Record discussion highlights and summaries as appropriate
- b) Maneuver informational/electronic technology as fellows and seminar leaders require
- c) Reference and display relevant websites and resources
- d) Provide feedback about seminar and fellows' progress to seminar leaders
- e) Assist in exercise execution and review

In addition to course support, interns may also assist in other areas, as time permits. Interns may serve as research assistants to faculty members for electives, individual faculty research projects or workshops.

QUALIFICATIONS: Candidates must demonstrate the following qualifications:

- a) Relevant background at a graduate level in fields such as political science, economics, international relations, area studies, sociology or public policy
- b) Knowledge and interest in international affairs, security cooperation and security studies
- c) International experience through work, living, study abroad, volunteer activities
- d) Understanding of and eagerness to learn about other cultures
- e) Specialized research experience and strong writing capability, including the ability to review economic and/or statistical data and utilize computer databases
- f) Proficiency in computer and informational technology
- g) Strong communication and interpersonal skills

SELECTION CRITERIA: Applications will be reviewed for relevant experiences and background demonstrating a knowledge base and research experience in international affairs and security, strong recommendations indicating capacity and potential for success, and clear goals and expectations that demonstrate that the candidate will contribute to as well as benefit from the internship at APCSS.

CLOSING DATE: Application must be received 60 days before course start date. APCSS upcoming course dates can be found at www.apcss.org

NOTIFICATION DATE: Candidates will be notified within 2 weeks of completing the application process.

HOW TO APPLY: The following documents are required for the internship application:

- a) Resume (include contact information, citizenship status, education, work experience, job-related training courses or certificates, foreign language proficiency, technological proficiency, job or education-related honors and awards, publications and relevant skills)
- b) Letter of intent/interest in APCSS internship (indicate which course you have selected and why)
- c) Copy of academic transcripts from all universities/colleges attended
- d) Three letters of recommendation from professors or former employers (cannot be a relative)
- e) Proof of academic enrollment from home university

Please fax, email or mail the application in one complete package to:

Robin Burrell
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Honolulu, HI 96815-1949

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Fax: (808) 971 8949
Email: APCSSIntern@apcss.org