



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 students who are members of traditionally underrepresented minority groups and students with disabilities for the following paid summer internship opportunities:

Research Intern – Domestic Social Policy Division

The retirement saving landscape has changed quite dramatically from previous generations to the current cohorts of near-retirees due to a shift from defined benefit to defined contribution pensions. The latter places the burden of retirement income security on the individual worker, and has spawned a very large empirical literature on whether Americans have saved enough to finance their retirement. The intern will help gather relevant articles, interpret and summarize the findings, and point out key differences across the body of research that at times leads to conflicting conclusions. The intern will help examine pension reform in a few select countries that are often touted in Congress as examples of how to bring about change. In addition, the intern will evaluate pension plan features and help prepare a summary document. Applicants should be able to synthesize lengthy articles, interpret results of data analysis, have a basic knowledge of statistics, and have completed courses in math, statistics, and applied methods. Graduate students in economics, demography, finance and public policy preferred.

Government & Finance Intern – Government and Finance Division

Intern will provide support to different teams of analysts as they develop projects. One team of economists focuses on public finance and tax policy and will be addressing expiring tax provisions. A second team of financial economists examines housing finance along with banking and securities issues. Each require assistance collecting and organizing data; conducting literature reviews; and assisting with other research gathering and writing needs. Other teams of government analysts require assistance in managing databases from federal agencies; assisting in archival research related to legislative process, executive branch operations, emergency management; and conducting literature reviews in the areas of executive branch operations, tax policy, banking and finance. Intern should be able to use basic Microsoft Office products, quantitative skills preferred not required, and the ability to use statistical software packages like STATA or SPSS desired. Students pursuing a degree in political science, government, economics, public administration and public policy are encouraged to apply, graduate students preferred.

Fuel Cell Vehicle Intern – Resources, Science, and Industry Division

The intern will work with analysts on transportation and energy policy research, and contribute to a report on fuel cell vehicles. The report will require the intern to analyze and summarize this vehicle technology, the market outlook, federal support, and legislative interest. Applicants should have a familiarity with motor vehicle technologies, energy, and excellent writing and analytical skills. Students enrolled in a graduate program such as engineering, economics engineering business, energy, transportation, motor vehicles or a MBA preferred.

Research Intern – Foreign Affairs, Defense, and Trade Division

The intern will work with a Specialist in Asian Trade and Finance who mainly works on U.S.-China economic and trade relations, and may be called upon to work with other analysts in the Trade Section on various topics as needed. The intern will perform research on various aspects of the Chinese economy in response to congressional requests and may assist in the writing of ongoing CRS reports for Congress on China's economic reforms and major U.S.-China trade disputes. Intern should have strong research and writing skills with basic knowledge of economics and U.S.-China commercial relations, and working knowledge of Mandarin a plus. Graduate student in economics, Asian studies, international relations and business preferred, but undergraduate students will be considered.

Asia Section Intern – Foreign Affairs, Defense, and Trade Division

The intern will assist analysts and the head of the Asia Section in conducting research on issues ranging from geopolitics and security to economic and political developments across Asia and the Pacific. Projects may cover developments in Asia; or Australia, New Zealand, and the Pacific Islands. Projects also may relate to Asian regional and multilateral political, security and economic institutions and bilateral political, security, trade, and investment issues. The intern will assist with non-research activities in support of the Asia Section's internal administration and service to the Congress. Undergraduate and graduate students in international relations, political science, political economy, international security, public affairs, economics, history, Asian studies, Asian languages, or related fields preferred. Also, student with reading proficiency in an Asian language is preferred but not required.

Digitization Intern – Foreign Affairs, Defense, and Trade Division

The intern will assist in a project to create electronic files of the Division research products that will be included in the CRSX database. The products will be available to CRS staff, and the research/analysis contained in these products would be accessible for use in responding to congressional requests. This project that will provide the intern with valuable experience in: digitization of documents; archiving original research/analysis products, and organization of the products. The intern will be a member of a fast-paced Federal government research environment and gain experience working with the computer programs and applications used by most Federal government agencies. It would also give the intern an introduction to and understanding of the work done at CRS. Applicants should be enrolled in an undergraduate or graduate program in MLS/MIS or similar.

Information Professional Intern – Knowledge Services Group

The Foreign Affairs, Defense, and Trade (FDT) consulting section of the Knowledge Services Group is looking for an intern to work with the physical collection in FDT to identify potential works to be streamlined. The intern would also work with electronic documents to create finding aids for topics in SharePoint and Voyager. In addition, the intern would develop topically focused SharePoint areas relating to FDT's interests. Intern should have strong technology skills working with Microsoft Access, Excel and SharePoint. Undergraduate Students majoring in library science, information science or data science preferred. History, foreign affairs, and other topically related disciplines would also be considered.

Information Research Intern – Knowledge Services Group

The intern in the Resources, Science and Industry (RSI) consulting section of the Knowledge Services Group will assist analysts and information specialists, and provide research for congressional requests in the areas of natural resources and earth sciences. Some writing may be required. Topics could include drought, federal land management, wildfire management, ocean policy, ecosystem restoration and energy development on federal lands. The intern may also assist in the management of research materials for these subject areas. The ideal candidate should demonstrate the ability to research and write short descriptive products. General knowledge of natural resources and earth sciences is a plus. Students enrolled in a MLIS or MLS preferred or those enrolled in natural resources, earth science or biology.

Research Librarian Intern – Knowledge Services Group

The intern in the Domestic Social Policy (DSP) consulting section of the Knowledge Services Group will work on research information requests related to domestic social policy issues (e.g., health, income security, immigration, education, housing, welfare) for congressional staff and CRS analysts. Research will focus on legislative resources, statistics, federal funding, and program information. In addition, intern will assist with updating CRS reports that describe policy resources and sources of information. MLS students preferred, but students in government, politics, and sociology will be considered.

Geographic Information Systems (GIS) Intern – Knowledge Services Group

The intern will assist GIS analysts and information specialists with one or more of the following projects: Javascript and Python scripting for interactive maps, metadata updates, data discovery and collection, database design, archiving data/projects, producing an in-house GIS learning forum, and updating/creating standard map documents for CRS and congressional staff. Student with the ability to do GIS analysis, GIS design, GIS programming, ArcGIS, communication and presentation skills desired, and working towards a graduate degree preferred.

Legal Intern – Office of the Counselor to the Director

The Counselor's Office is a full service practice, providing not only litigation, but also transactional and administrative legal services to CRS. The legal intern will perform a variety of duties including researching ethical issues as well as legal issues in the areas of labor, employment, personnel, and First Amendment; drafting legal memoranda; preparing external correspondence for senior leaders; assisting senior leadership in preparing for meetings and briefings with congressional clients; and performing general administrative support for the Counselor's Office. The intern is expected to independently conduct legal research and prepare various types of correspondence and briefing papers. Applicants must be enrolled in an ABA approved law school pursuing a JD or LLM degree.

Content Management Intern - Office of Information Management and Technology

The intern's duties may include:

- Help maintain CRS taxonomies and their associations with content
- Maintain metadata for CRS reports and other products
- Analyze and identify terms for search thesaurus to optimize search on the CRS website
- Assist with producing weekly reports on website usage trends and other regularly distributed metrics, and assist with ad hoc reports as needed
- Assist with data quality reviews and cleanup efforts
- Review and analyze data as needed for specific projects
- Assist with troubleshooting across systems
- Participate in system testing as needed

Across all of the areas above, the position involves communicating with managers and staff throughout CRS via a team email account, and working with multiple databases and applications. Intern should have experience with concepts and development of metadata and taxonomy, Microsoft Office products (especially Excel 2010) and be familiar with MS SharePoint 2007. Undergraduate or graduate student of library science, information science or information technology preferred.

Project Management Intern – Office of Information Management and Technology

Intern will provide support in two areas: functional/user interface testing, and technical writing/editing.

- Responsible for developing and documenting effective and efficient testing solutions by meeting key project milestones and overall project deliverables on time, and adhering to development and quality standards for multiple programs and applications.
- Effectively test program functionality and/or interfaces through assigned systems and document system bugs/defects.
- Participate in both the development and the support services phase of the program/project life cycle by creating and updating test plans and procedures, executing test procedures, and evaluating and investigating deficiency reports and change requests from the customer and internal sources.
- Collaborate with members of the technical staff to identify and resolve issues, defects and bugs.
- Assist in collecting and organizing information required for creation of user manuals, materials, installation guides, technical documents and reports.
- Assists project management staff with technical interpretations and appropriate phrasing for document content and structure.
- Determine the specific deliverables indicated to satisfy the technical writing support needs of a designated project/program by coordinating with program/project managers and staff, reviewing existing documentation and documentation policies, and examining the product itself.
- Study drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail and select photographs, sketches, diagrams, and charts to illustrate material appropriate for inclusion in technical writing deliverables.

Undergraduate students in information science, information technology, engineering, library science, business administration or English preferred.

Archives & Records Management Intern – Office of Information Management and Technology

The intern will assist in the arrangement and description, and the development of finding aids for locating materials within the CRS Archives. If the intern has an interest in SharePoint they will work on developing an Archives portal for storing records and finding aids. The intern will also work on the assignment of subject metadata for products added to the CRSX repository. The ideal candidate will have knowledge of archival arrangement and description, excellent attention to detail, ability to work independently, and basic computer skills. Work experience with archives desired but not required. A graduate student in a MLS program with a concentration in Archives is preferred.

Facility & Space Planning Intern – Office of Finance and Administration

The intern will conduct special projects and assist with a variety of day-to-day facility and space planning activities. For example, he/she will assist with: conducting the annual CRS-Wide Space Validation survey; developing electronic master furniture and fixture inventory system; tracking flow of products into/out of the inventory; and updating floor plans. Intern will also develop electronic master key and location records and assist with Facility Automated Support Tracking requests (i.e. conduct initial site surveys, and track status of requests). Intern should have excellent planning and organization skills; attention to detail; strong interpersonal, and communication skills; familiarity with Microsoft Office Suite (especially Excel); and be a self-starter.

Each position offers a salary range of \$13.30 - \$25.30/hour. U.S. Citizenship is required. To apply, please send your resume and unofficial transcripts to Eliamelisa Gonzalez at egonzalez@crs.loc.gov. You can also contact Ms. Gonzalez at (202) 707-6399. Recruitment will be ongoing until the position is filled. Interns may be eligible for the Metro Transit Subsidy Program. For more information about CRS, please go to <http://www.loc.gov/crsinfo/>.