

Center on American and Global Security
Undergraduate Internship Opportunities

The Center on American and Global Security (CAGS) is recruiting **two** interns for Spring 2016 semester.

Interns at CAGS are responsible for maintaining weekly newsletters on domestic and global security-related developments, assisting research efforts of the Center, as well as facilitating outreach to students and faculty. CAGS organizes a Friday Security Speaker Series each semester featuring public lectures from experts in the field. Interns oversee the publicity for these events, including the creation and posting of flyers to be displayed in targeted areas of campus as well conducting podcast interviews with speakers. Additionally, the Center holds events in collaboration with other units, centers, and departments including panels, symposia, and lecture series.

Interns also assist the Director and Associate Director in the organization of symposia and panel discussions as tasks emerge. Interns are encouraged to use symposia, panel discussions, and guest lectures as learning and networking opportunities so attendance at these events is strongly encouraged.

We are ideally looking for an intern who is capable of updating websites through Dreamweaver, and have functional knowledge in HTML, CSS, and Javascript. Additionally, they should have understandings of PHP and MySQL.

A primary responsibility for interns is the composition and maintenance of a weekly security-related newsletter that are shared with university students, faculty, staff and professionals nationwide. The global security newsletter consists of a synthesis of news stories on security issues in every region of the world from a variety of domestic and international media sources. Interns also research various media for material relevant to international relations and foreign policy.

Hours are flexible and can be tailored to the intern's schedule. Responsibilities are divided between interns based upon interest. Previous interns have worked between 5-15 hours per week. Hours can also be adjusted to fulfill course credit requirements as needed.

To Apply: Please submit a two-paragraph statement of interest to the Associate Director of CAGS, Brea Tessa Bailey (baileybt@indiana.edu). Please include your availability, desired number of hours, research interests, and your résumé.

Deadline: November 1, 2015 @ 5:00pm