

# D.C. Career Connections 2022

Ambassador report  
with organization  
information



**Josef Korbel School  
of International Studies**  
UNIVERSITY OF DENVER

## **U.S. Agency for International Development (USAID): Humanitarian Assistance**

*555 12<sup>th</sup> St. NW, Washington DC*

*[www.usaid.gov](http://www.usaid.gov)*

---

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. U.S. foreign assistance has always had the twofold purpose of furthering America's interests while improving lives in the developing world.

USAID carries out U.S. foreign policy by promoting broad-scale human progress. At the same time, it expands stable, free societies, creates markets and trade partners for the United States and fosters goodwill abroad.

Spending less than 1 percent of the total federal budget, USAID works in over 100 countries to promote:

- Broadly shared economic prosperity
- Strengthen democracy and good governance
- Protect human rights
- Improve global health
- Advance food security and agriculture
- Improve environmental sustainability
- Further education
- Help societies prevent and recover from conflicts
- Provide humanitarian assistance in the wake of natural and man-made disasters.

USAID's **Bureau for Humanitarian Assistance** (BHA) provides life-saving humanitarian assistance—including food, water, shelter, emergency healthcare, sanitation and hygiene, and critical nutrition services— to the world's most vulnerable and hard-to-reach people.

BHA is the lead federal coordinator for international disaster assistance, harnessing the expertise and unique capacities of other U.S. government entities to effectively respond to natural disasters and complex crises around the world.

BHA takes a holistic look at humanitarian aid, providing assistance before, during and after a crisis—from readiness and response to relief and recovery. This includes non-emergency programming that is foundational to linking humanitarian assistance to long-term development and the journey to self-reliance.

# Student Ambassador Report

Clarissa Kramer

**Employer:** *USAID's* Bureau for Humanitarian Assistance

**Date of Visit:** December 5<sup>th</sup>, 2022

**Employer's Address:** 555 12th St NW, Washington, DC 20004, USA

**Employer's Website:** [usaid.gov/humanitarian-assistance](https://www.usaid.gov/humanitarian-assistance)

**Career Website:** [bhajobs.net](https://bhajobs.net)

## Speakers:

### Jamie Thomas:

Support Relief Generalist - Currently Deputy Manager of Planning in Haiti

*Alumni – MA in International Human Rights with a Certificate in Global Health*

- Started out at BHA as a consultant through McFadden after an Internship at the UN
- US Foreign Disaster Response
- Currently working on the Disaster Assistance Response Team (DART) as Deputy Manager for Planning (DMP) for Haiti
- Surge Generalist = Floats wherever needed
- Previously worked in the Caribbean
- Graduated Korbelt in 2013 with in the Global Health Program

### Kate Ravin:

Humanitarian Assistance Officer

*Alumni – MA in International Studies 2009*

- Works in Office of Foreign Disaster Assistance (OFDA), started there in 2020
- Lived in Africa and worked with United Nations High Commissioner for Refugees (UNHCR)

### Miriam Edwards:

Humanitarian Assistance Officer

*Alumni – MA in International Studies with Certificate in Humanitarian Assistance - Focuses on Development & Gender*

- Graduated Korbelt in 2013 with an MA in International Studies with a Certifications in Global Health and Humanitarian Assistance
- Was part of the Peace Corp and used her network there for a Position in OFDA
- Worked in OFDA as a Personal Services Contractor (PSC)
- Currently works on the Yemen Response Team as a Priority Response but Yemen has fluctuated up and down the priority scale for 4 years.

### Jed Gerlach:

Operations Center

- Started on OFDA, led into a job in data & technology, to the US Forest System and currently is contracted to USAID – BHA through US Forest Service

## Acronyms:

- DMP = Deputy Manager for Planning

- OFDA = Office of Foreign Disaster Assistance
- PSC = Personal Services Contractor
- DART = Disaster Assistance Response Team (Field-Based Work)
- RMT = Response Management Team
- DASP = Disaster Assistance Support Program (through the Forest Service)
- IC = Institutional Contractor
- DMO = Deputy Manager of Operation
- DLP = Deputy Lead Planning
- DMC = Deputy Manager of Coordination
- TDY = Temporary Duty Assignment
- AOR = Agreement Office Representative
- G3PC = Level of Government of Job
- FSN = Foreign Service National (Third Country Nationals)

### **Positions at Organization:**

- Humanitarian Assistance Geo Officer
- Institutional Contractors – generally are administrative positions – entry level
- Personal Service Contractors – 1 to 2 Year contracts with option for 5 years – Reapply for job every 5 Years
- Agreement Officer Representatives – sign off on agreements and awards on for USAID - BHA – Need specialized classes for these positions
- Humanitarian Assistance Officer
- Surge's - Flexible – Special Breed, work as puzzle pieces, go where needed – Work Remote and can work only a specific number of hours per year/until their contract renews
  - o While working in Haiti Jamie worked 12-hour days/6 Days a week
- Logistics Coordinators
- Deputy Manager of Coordination – coordinates a cohesive government response – makes things work
- Planning Coordinators – Creates grants and makes them legally sound
- Media Positions – Digital Story Telling
- DART System Team Lead
- DART Director
- Program Assistant
- Information Officer

### **Terminology:**

- Elevated Bureau Response
- Enhanced Response
- Steady State
- Complex Emergency
- Quick Rapid Response
- Permanent Rotation
- On-Call Roster (No More than 2 Hours from D.C.)
- 4 Operation Centers – Reagan Center (Classified), One in Current BHA Building
  - o 6 Days a Week – Stand Up to Stand Down

**Teams/Departments:**

- Central Cell Team (Kate worked on this team in Burkina Faso)
- Geo Teams (Different Regions)
- Humanitarian Information Teams
  - o Composed of Information Officers
  - o Create Fact Sheets
  - o Situation Updates
  - o GS Level: G3PC
  - o Humanitarian Policy Global Engagement
    - Global Partnerships
  - o Partner on U.S. Policy
- Operation Center
  - o Plan and Manage Rapid Response
  - o Provide Field Packs
    - Clothes
    - Blankets
    - Basic Safety
    - 24-48 Hour Survival Kit
  - o Team Made up of
    - 3 People as Leadership of Response
    - 2 People Managers
    - Dedicated IT Staff Managing Computer & Tech
  - o Manages Large Food Supply Chain
    - Delivering Food Commodities

**Starting Out:**

- Contract through consulting firms – McFadden Consulting is the largest contracting agency for USAID & BHA others include PAE, Momentum, World Bank, Chemonics, etc.
- Interview to Hire takes a few months through McFadden

**Benefits & Pay:**

- G.S. Level:
  - o Paid Parental Leave
  - o No Matching 401K

**Tips:**

- Be Flexible
- Start getting Security Clearance (TSCI)
- BHA Website Explains Requirements
- Use DEVEX – 30 Day Trial Membership to your advantage
- Explain why you qualify for GS Levels
- If you want to travel a lot, you can travel a lot and vice-versa
- BHAjobs.net
- Good Skills to have:
  - o Program Planning
  - o Program Management
  - o How to Put Together Proposals
  - o Gantt Charts

- Program Monitoring & Evaluation
- Writing a Brief
- Summarizing Research
- Budgeting & Finance
- Knowledge of the International HA Clusters
- Classes with Professor Chen Reis
- Highlight Specific Skills – USE EXACT WORDS FROM LISTING
- Check Website for Requirements, must meet ALL requirements
- Smaller Teams allow you to have a big part/voice in meetings

### **Experiences:**

- High Profile DARTs
  - Iraq – Jamie worked as Health Director – Organized the health funds for whole program
  - Worked with the World Health Organization (WHO)
  - Lots of Pressure to finish work on time and properly – Funds would be delayed or not awarded otherwise – Don't sleep until things are taken care of
    - Ensure that IDPs aren't removed from country to camps – camps and services continue without interruption

### **Other:**

- Institutional Contractors do not represent the US Government
  - Continue to work even during government shutdowns

## **World Wildlife Fund**

*1250 24th Street, N.W., Washington, DC 20037*

*[www.worldwildlife.org](http://www.worldwildlife.org)*

WWF has worked to help people and nature thrive for the last 60 years. As the world's leading conservation organization, WWF works in nearly 100 countries. At every level, we collaborate with people around the world to develop and deliver innovative solutions that protect communities, wildlife, and the places in which they live.

WWF works to help local communities conserve the natural resources they depend upon; transform markets and policies toward sustainability; and protect and restore species and their habitats. Our efforts ensure that the value of nature is reflected in decision-making from a local to a global scale.

WWF connects cutting-edge conservation science with the collective power of our partners in the field. There are more than 1.3 million supporters in the United States and 5 million globally. We have partnerships with communities, companies, and governments.

Today, human activities put more pressure on nature than ever before, but it's also humans who have the power to change this trajectory. Together, we can address the greatest threats to life on this planet and protect the natural resources that sustain and inspire us.

# Student Ambassador Report

Sophia Warren

**Employer:** World Wildlife Fund

**Date of Visit:** December 5, 2022

**Employer's Address:** 1250 24<sup>th</sup> St NW, Washington, DC 20037

**Employer's Website:** <https://www.worldwildlife.org/>

## **Presenter's names and titles:**

### **All Korbel alumni:**

**Jeff Malcom:** Strategic change, standards director on boards, worked since the 1990's with brief pause to work at State Department, has also worked on cotton and palm oil, and regenerative agriculture.

**Alex Bjork:** Private sector engagement.

**Nicole Tanner:** Corporate water stewardship, research on commodities and priority conservations areas, international water management, new water team (food beverage and textile).

**Alexis [last name]:** Durable conservation and wildlife management in the US great plains.

## **Organizational Overview:**

WWF is a private sector organization founded in 1961. All federation offices work independently on their own projects from country to country, but the WWF holds upwards of 100 offices across the world. Goal teams focus on public sector, private sector, etc. There are 6 teams of strategic change (climate, food, forests, freshwater, etc.) Emphasis on JEDI work that brings more intentionality and equity into work environment and structure. Mission driven NGO that undergoes regular restructuring with the same end goal in mind.

## **Hiring Information:**

Jobs and internships are posted on the WWF website. There is a recruiter that works for each team, so the advice is to tailor resume and letters specifically to job posting details.

## **Additional information and observations:**

Climate and security teams are expanding. There is collaboration with other WWF offices. This can at times be challenging but the creation of 6 subject teams has made collaboration easier.

## Environment Panel

### *Planned Panelist*

First	Last	Title	Organization	Linked In
Lisa	Schechtman	Senior Policy and Partnerships Advisor, Center for Water Security, Sanitation and Hygiene	USAID	<a href="https://www.linkedin.com/in/lisaschechtman/">https://www.linkedin.com/in/lisaschechtman/</a>
Vitoria	Treski	Director, Food Security Initiative at Bainum Family Foundation	Bainman Family Foundation	<a href="https://www.linkedin.com/in/victoria-treski-3b30ab47">linkedin.com/in/victoria-treski-3b30ab47</a>
Katy	Kutzner	Sustainable Development Coordinator	Community Forklift	<a href="https://www.linkedin.com/in/kathrynkutzner">linkedin.com/in/kathrynkutzner</a>
Peter	Oesterling	Program Officer	Andes Amazon Fund	<a href="https://www.linkedin.com/in/peteroesterling">linkedin.com/in/peteroesterling</a>

**Lisa Schechtman** is currently the Senior Policy and Partnerships Advisor in the Center for Water Security, Sanitation and Hygiene for USAID. She has been working at USAID for the last 4 years and worked as a Director of Policy and Advocacy for WaterAid America. During her time at Josef Korbel School of International Studies, she studied International Human Rights & Global Health.

**Victoria Treski** is currently the Director for Food Security Initiative at Bainum Family Foundation. She has been in this position for almost two years which was a promotion from her position as a Senior Manager. Prior to working at Bainum Family Foundation, she worked as a Program Officer for Cultivating New Frontiers in Agriculture. During her time at the Josef Korbel School of International Studies, she studied International Development and specialized in Food Policy and Security.

**Katy Kutzner** works as the Sustainable Development Coordinator at Community Forklift. Katy has been working at Community Forklift for almost two years. Katy also works as a Beekeeper at Heirloom Acre Honey. Katy has taken several roles including Director for S.O.U.L. Foundation Inc, Program Manager at Women's Campaign International, and Project Coordinator at the World Wildlife Fund. During her time at Josef Korbel School of International Studies, Katy studied International Development and specialized in International Project Management and Gender Development.

**Peter Oesterling Jr.** works as a Program Officer for Andes Amazon Fund. Before taking on this role, Peter worked as a Senior Latin America Program Associate for Rights and Resources Initiative. Peter has also taken on several roles as Consultant for CARE, and a Fulbright Public Policy Fellow in Peru. During his time at Josef Korbel School of International Affairs, Peter studied International Development and was the President for the Sustainable International Development Institute for the Latin American Studies Association.



# **Student Ambassador Report**

*Eleanor Rainbolt-Forbes*

**Employer:** Environment Panel

**Date of Visit:** Monday, 5 December 2022

## **Presenter's names and titles (note any alumni):**

### **Lisa Schectman - Alumni**

- Senior Policy and Partnership Advisor; USAID Center for Water Security, Sanitation, and Hygiene
- <https://www.globalwaters.org/resources/assets/water-security-sanitation-and-hygiene-usaid#:~:text=USAID's%20assistance%20has%20resulted%20in,climate%20change%2C%20and%20increasing%20conflicts>

### **Victoria Treski - Alumni**

- Director; Bainum Family Foundation, Food Security Initiative
- 7735 Old Georgetown Rd #1000, Bethesda, MD 20814
- <https://bainumfdn.org/>

### **Katy Kutzner - Alumni**

- Sustainable Development Coordinator; Community Forklift
- 4671 Tanglewood Dr, Hyattsville, MD 20781
- <https://communityforklift.org/>

### **Peter Oesterling - Alumni**

- Program Officer; Andes Amazon Fund
- 1759 1/2, R St NW #200, Washington DC 20009
- email: [peter@andesamazonfund.org](mailto:peter@andesamazonfund.org)
- phone/whatsapp: 1-740-503-6065
- <https://www.andesamazonfund.org>

## **Organizational Overviews:**

- USAID
  - Independent federal agency
  - DC office; international projects
- Bainum Family Foundation
  - Private operating foundation
  - Small organization
  - MD Office; US projects
- Community Forklift
  - Nonprofit
  - Small organization

- MD office; US projects
- Andes Amazon Fund
  - Nonprofit
  - Small organization
  - DC office; work in Peru, Columbia, Bolivia, Ecuador

## **NOTES:**

### **Work-Life Balance:**

- DC is a high work-ethic city
- Work and work-life balance changes
- Balance depends on who your boss is
- Make sure your balance is okay, so you don't get burnt out - it's also on you to make sure that it doesn't look like you don't care about your job
- At your first job, people want you to say yes more than no
- Work varies, and there are good & bad companies - no field is universal
- Passion for the work you are doing, not the \$\$ or the organization's name recognition will keep you interested in work
- Further along in the interview process, you can ask "Are there any others on the team to I can follow up with about work culture?"
- Understand the culture you could be stepping into. It's important to have a realistic sense of how day-to-day work and office life is like

### **Applications:**

- A job description represents a big problem, and you are saying how you can solve this for them
- Research the organization you're applying to, and what they do and have a good understanding of what you do and do not know going into interviews
- Interview questions should give you the information you want that they won't just give you
- Be specific on applications, make yourself directly applicable to the job
- A cover letter shows passion
- Be a bridge for the solution - examples in your resume answer the call of the job
- Applications are concise, and tailored, answer their questions, and pique their interest.
- Formal matters

### **Experience:**

- Volunteer and professional experience is important
- Breadth and depth
- What you studied doesn't have to match your job exactly
- Specialization/generalization

- have niche knowledge and skills, but do not let your specializations bar you from applying to various types of jobs. It's good to be a generalist with specialized knowledge and skills.
- Knowledge does not equal skill
  - try to develop skills within your knowledge base inside and outside of your job
- After you start your job, it will take about a year to learn it, and eventually, you will get practical experience you can only get through working
- Network in your organization and with those you meet through work

### **Council on Foreign Relations (CFR)**

*1777 F Street, NW, Washington, DC. 20006*

*[www.cfr.org](http://www.cfr.org)*

The Council on Foreign Relations (CFR) is an independent, nonpartisan membership organization, think tank, and publisher dedicated to being a resource for its members, government officials, business executives, journalists, educators and students, civic and religious leaders, and other interested citizens in order to help them better understand the world and the foreign policy choices facing the United States and other countries. Founded in 1921, CFR takes no institutional positions on matters of policy.

Since the establishment of the Council on Foreign Relations in 1921, the organization remains true to its founding principles to afford a continuous conference on international questions affecting the United States, by bringing together experts on statecraft, finance, industry, education, and science. Explore CFR history, growth, and impact over its first century through interactive multimedia, a short documentary, an informative book, and digital highlights from the think tank, *Foreign Affairs*, and other signature programs.

With over 5,000 members, the institution's ranks include top government officials, scholars, lawyers, nonprofit professionals, journalists, educators, religious leaders, and business executives. CFR offers two types of membership: life membership for seasoned professionals and term membership for young, rising leaders in international affairs.

**Speaker:** Anya Schmemmann, Managing Director of Global Communications and Media Relations and Managing Director of the Independent Task Force Program at CFR  
<https://www.linkedin.com/in/anya-schmemmann-04773691/>

**Anya Schmemmann** is managing director of Global Communications and managing director of the Independent Task Force Program at CFR in Washington, DC. She served as assistant dean of communications and outreach at American University's School of International Service, managed communications at Harvard's Belfer Center for Science and International Affairs, coordinated a research project on Russian security issues at

the EastWest Institute in New York, and was assistant director of CFR's Center for Preventive Action in New York.

Ms. Schmemmann holds an MA in Russian, East European, and Central Asian studies, and a BA in government from Harvard University.

## **Student Ambassador Report**

*Dhruvi Thakker*

### ***NO AMBASSADOR REPORT PROVIDED***

#### **U.S. Department of State (DOS)**

*2201 C St NW, Washington DC 20520*

*[www.state.gov](http://www.state.gov)*

---

The U.S. Department of State (DOS) is responsible for handling the foreign affairs of the U.S. government. DOS functions as the diplomatic wing of the federal government, handling matters of foreign relations with other nations and international bodies. DOS's primary job is to promote American foreign policy throughout the world. Employing Foreign Service Officers and Civil Service Personnel, the DOS interfaces with representatives of foreign governments, corporations, non-governmental organizations, and private individuals. Some of the principal components of DOS are:

#### **Political Affairs (P):**

Manages overall regional and bilateral policy issues and oversees the bureaus for Africa, East Asia and the Pacific, Europe and Eurasia, the Near East, South and Central Asia, the Western Hemisphere, and International Organizations.

#### **Economic Growth, Energy, and Environment (E):**

Leads DOS efforts to develop and implement international policies related to economic growth, energy, agriculture, the ocean, the environment, as well as science and technology.

#### **Arms Control and International Security Affairs (T):**

Leads interagency policy process on nonproliferation, arms control, regional security and defense relations, arms transfers and security assistance.

#### **Public Diplomacy and Public Affairs (R):**

Serves as the lead policymaker for the Department's overall public outreach and press strategies, whether conducted virtually or in-person. The Bureau handles all day-to-day communication matters, plans events and press-briefings, as well as coordinates jointly with the regional bureaus, functional bureaus, the interagency, the private sector, and international partners to ensure the Department's public diplomacy and public

affairs activities are consistent, forward-looking, supportive of U.S. foreign policy, and grounded in research.

**Management (M):**

Responsible for implementing the President's Management Agenda (PMA). The PMA is a set of management initiatives designed to make the government more citizen-centered, effective, and efficient. There are five government-wide PMA initiatives: Human Capital, E-Government, Competitive Sourcing, Financial Management, and Budget and Performance Integration. The Department is also working with the White House of Management and Budget on the PMA initiative focused on "rightsizing" the U.S. Government's overseas presence.

**Civilian Security, Democracy, and Human Rights (J):**

Advances the security of the American people by assisting countries around the world to build more democratic, secure, stable, and just societies.

## **Student Ambassador Report**

*Matthew Barrett*

**Employer:** US Department of State

**Date of Visit:** 12/6/2022

**Employer Address:** 2201 C Street, NW, Washington DC 20520

**Employer Website:** [www.state.gov](http://www.state.gov)

**Presenter's names and titles (note any alumni):**

**Elizabeth (Beth) Ingles:** Division Chief, Bureau of Intelligence and Research (Alumni)

**Tony Mazzocchi:** Senior Policy Advisor for Citizen Security for the Western Hemisphere (Alumni)

**Michael James:** Data Analyst, Bureau of Consular Affairs (Alumni)

**Abby Brown:** Management Analyst, Bureau of Consular Affairs (Alumni)

**Ridley Walters:** Program Analyst (Alumni)

**Nick Stokes:** Foreign Service Officer (Alumni)

**Alex Bowe:** Foreign Affairs Officer, Global Engagement Center (Alumni)

**Lauren Fry:** Foreign Affairs Officer, Office to Monitor and Combat Trafficking in Persons (Alumni)

**Organizational Overview:**

The US Department of State's mission statement is "To protect and promote U.S. security, prosperity, and democratic values and shape an international environment in which all Americans can thrive." The employs 13,000 members of the Foreign Service, 11,000 Civil Service employees, and 45,000 locally employed staff at more than 270 diplomatic missions worldwide. The State Department is the primary foreign policy apparatus of the US government and its employees further US international policy goals both internationally and domestically.

**Hiring Information:**

The State Department hires through three main positions: Foreign Service Officers (FSO), Civil Service Officers (CSO), and Contractors. Each of these positions requires a security clearance and are only open to US citizens with the exception of locally employed staff at US embassies abroad. For all positions, the alumni stressed the importance of writing skills, briefing skills, foreign language abilities/aptitude,

Foreign Service Officers (FSOs) are hired through an established process that requires successful completion of the Foreign Service Officer Test (FSOT), submission of personal narratives, and an Oral Assessment Test before applicants are placed on a register (ranked based on cumulative scores from the previous steps) for hiring for up to one year. The FSOT is the first step in this process and is offered three times a year in February, June, and October. The FSOT can only be taken once per year but there is no limit on attempts and the test is offered at no cost.

Civil Service Officers (CSO) are hired through the traditional USAJobs portal. These positions are primarily located in DC though there is a possibility for foreign travel. These job postings are listed at the positions become available and it was recommended by the alumni to ensure that the language of your application materials mirrors that of the Job Listing. Any "ladder positions" posted on USAJobs with multiple GS levels would provide the opportunity for promotion within your bureau as a CSO

Contractor positions fulfill many of the same jobs as CSOs at the state department but the positions are posted and awarded within internal contracting companies. There are several companies that hold contracts with the State Department including Guide House and Cherokee Nation Government Solutions. It was recommended by the Alumni that, if you are interested in working in a particular bureau, it may be beneficial to determine which company holds a contract for the staffing of that particular bureau.

Internships are offered at the State Department in Fall, Spring, and Summer semesters and applications are typically due two semesters prior to your desired internship (ex: Spring Internship applications are due during the summer). These internships are paid (\$17/hr) and can be located either in DC or at a US Embassy abroad. The writing, briefing, and language skills highlighted by the alumni as beneficial for a career in the State Department also apply to the internships as well.

**Additional information and observations:**

Several alumni noted the benefits of participating in programs such as the Fulbright Program, Boren Fellowship, or Peace Corps for the direct connection between

these programs and the State Department as well as the conveyance of preferential hiring status flowing their completion.

The panel also noted the growing importance of environmental considerations in all State Department bureaus but particularly in the Bureau of Oceans and International Environmental and Scientific Affairs and the Bureau of Western Hemisphere affairs, given that the growing impacts of climate change are some of the main forces driving migration from Latin America and the Caribbean to the US. There is a growing need for climate-oriented policies at the State Department.

Regarding the relationship between FSOs, CSOs, and Contractors, the alumni panel relayed that regionally focused bureaus are primarily staffed by FSOs while functional bureaus (such as Combat Trafficking in Persons or Conflict Stabilization Operations) are staffed by CSOs and contractors. It was also stated that FSOs are the “command and control” branch of the State Department with CSOs and contractors providing functional support, but it was noted that both branches rely on each other and create a good atmosphere of teamwork.

The panel noted that changes in presidential administrations do create challenges (sometimes significant) due to changes in foreign policy priorities and staffing decisions. Many ambassadors are political appointees who require congressional confirmation which could leave bureaus or embassies without leadership during the initial months of a new administration. This does provide the opportunity for lower-level employees to take on additional responsibilities and leadership roles but also increases the required workload on these employees. All stressed the importance of maintaining professionalism during transitions.

### **U.S. Institute of Peace (USIP)**

*2301 Constitution Ave NW, Washington DC 20037*

*[www.usip.org](http://www.usip.org)*

**The United States Institute of Peace** is a national, nonpartisan, independent institute, founded by Congress and dedicated to the proposition that a world without violent conflict is possible, practical, and essential for the U.S. and global security. In conflict zones abroad, the Institute works with local partners to prevent, mitigate, and resolve violent conflict. To reduce future crises and the need for costly interventions, USIP works with governments and civil societies to help their countries solve their problems peacefully. The Institute provides expertise, training, analysis, and support to those who are working to build a more peaceful, inclusive world.

USIP is active in 51 countries across Africa, Europe, the Middle East, and other parts of Asia, such as Syria, Ukraine, and China. The Institute has interests in 18 different areas, including conflict analysis and prevention, gender issues, violent extremism, and education and training. For instance, USIP and its partners are facilitating reconciliation dialogues to heal the deep divides left by the ISIS occupation in Iraq. The discussions have led to six accords, which have permitted the return of more than 600,000 displaced Iraqis. In Nigeria, USIP convenes the country’s influential state governors with civic and religious leaders to develop pragmatic strategies for reducing the root causes of radicalization and the Boko Haram insurgency.

USIP's Program Assistant positions are open to recent graduates in international relations, with language skills and regional specializations required for some positions. USIP has 300-plus staff at their headquarters on the National Mall, including one alumna of Josef Korbel's bachelor program.

## **Student Ambassador Report**

*Sami McKinsey*

**Employer :** U.S. Institute of Peace

**Date of Visit:** 12/6/2022

**Employer's Address:** 2301 Constitution Ave. NW, Washington, DC 20037

**Employer's Website:** <https://www.usip.org/>

**Presenter's names and titles:**

**Ellie Quinlan:** (Manager of Public Visitor Programs)

**Organizational Overview** (include information such as mission of organization, number of employees, offices in other locations, organizational culture, competitors, etc.): Instead of discussing hiring information/organizational overviews, we attended a talk with the former President of Liberia and US Ambassador to Liberia titled "Breaking the Barriers of Entry for Women Leaders in Africa". Co-moderators Angela Chim and Aluela Atem asked former President Ellen Johnson Sirleaf and U.S. Ambassador Linda Thomas-Greenfield about their friendship, the future of women's leadership in Africa, the African diaspora, and diplomacy in the modern age. Here are some notes of interest from the talk:

- The President and Ambassador have a longstanding friendship from before the President was elected, and continues to thrive today
  - The President was the first elected female head of state in Africa!
  - Despite going through life without much ambition/political role models, Thomas-Greenfield unexpectedly rose to a prominent place in diplomacy
- They supported each other and created a strong relationship, emphasizing that this was necessary to diplomacy
- Diplomacy is often about things behind closed doors- building relationships and working towards a common goal
  - Sirleaf and Thomas-Greenfield knew that they had common goals about the future of Liberia and the US and the role of Liberia in the world
- The President emphasized that the world needs good leaders: who sticks to principles and sustains the world order
  - Leadership and diplomacy should be multilateral
  - Focused on doing what is right even if it is unpopular
- Despite insinuations that China is manipulating Africa through BRI, African countries are still empowered by the idea that they choose their own destiny



- African countries have agency in their role in the international sphere
- The African diaspora (especially in America) is a powerful link to African countries that is over underestimated/underutilized

Talk linked here: <https://www.usip.org/events/breaking-barriers-entry-women-leaders-africa>

### **Center for Strategic International Studies (CSIS)**

*1616 Rhode Island Ave., NW, Washington DC, 20036*

*csis.org*

For 50 years, the Center for Strategic and International Studies (CSIS) has developed practical solutions to the world's most significant challenges. Today's global landscape presents strategic opportunities that will define our future. CSIS scholars are developing strategic insights and bipartisan policy solutions to help decisionmakers chart a course toward a better world.

CSIS is a bipartisan, nonprofit organization headquartered in Washington, D.C. The Center's 220 full-time staff and an extensive network of affiliated scholars conduct research and analysis and develop policy initiatives that look into the future and anticipate change.

Founded at the height of the Cold War by David M. Abshire and Admiral Arleigh Burke, CSIS was dedicated to finding ways to sustain American prominence and prosperity as a force for good in the world. Since 1962, CSIS has become one of the world's preeminent international policy institutions. The Center's work focuses on defense and security, regional stability, and transnational challenges ranging from energy and climate to global development and economic integration.

CSIS's purpose is to define the future of national security. We are guided by a distinct set of values—non-partisanship, independent thought, innovative thinking, cross-disciplinary scholarship, integrity and professionalism, and talent development. CSIS's values work in concert toward the goal of making real-world impact.

CSIS scholars bring their policy expertise, judgment, and robust networks to their research, analysis, and recommendations. We organize conferences, publish, lecture, and make media appearances that aim to increase the knowledge, awareness, and salience of policy issues with relevant stakeholders and the interested public.

CSIS has impact when our research helps to inform the decision making of key policymakers and the thinking of key influencers. We work toward a vision of a safer and more prosperous world.

## **Student Ambassador Report**

*James Song*

**Employer:** Center for Strategic and International Studies (CSIS)

**Date of Visit:** Tuesday, Dec. 6, 2022

**Address:** 1616 Rhode Island Avenue, NW, Washington, DC 20036

**Employer's Website:** [csis.org](https://www.csis.org)

### **Speakers:**

**Julieze Benjamin** ([jbenjamin@csis.org](mailto:jbenjamin@csis.org)): *Program Manager for University Partnerships* at Abshire-Inamori Leadership Academy

**Maylene Shanbrom** ([mshanbrom@csis.org](mailto:mshanbrom@csis.org)): *Learning and Development Associate, Executive Education*

**Donatienne Ruy** ([druy@csis.org](mailto:druy@csis.org)): *Director* of Abshire-Inamori Leadership Academy

**Lauren Burke** ([lburke@csis.org](mailto:lburke@csis.org)): *Program Manager and Research Associate, Human Rights Initiative*

### **About:**

CSIS is an independent, bipartisan think tank founded in 1962 with a focus on defense and security, with a broadening focus inclusive of security-adjacent issues towards a safer, more prosperous world. It has 48 different research programs with approximately 250 staff with fellows frequently leaving for public service, and public servants frequently joining the staff.

CSIS seeks to make an impact on public discourse and policy through a variety of methods:

- Written Analysis
- Free Events
- Media Relations/Digital Content
  - Over 20 podcasts, various webinars.
- Education

CSIS, based on panel responses, seems collaborative, supportive, and collegial.

**Internship/Employment:** <https://careers.csis.org/opportunities>

Internships are offered regularly, around March for Summer internships (although website says Feb.), July for Fall internships, and October for Spring internships. CSIS has around 200 interns at any point in time. The application and selection process moves quickly so you are encouraged to apply ASAP. About 4 weeks from application submission to intern selection.

Employment is on an as-needed basis for each individual program within CSIS. See website above for open positions.

**Tips:**

Please read the application instructions and follow the directions. Make sure to include whatever they ask for. Please proofread your cover letter and make sure it doesn't have another employer's name. Boilerplate cover letters are incredibly discouraged.

Note: Hiring managers can see applications you submit for any/all programs, not that you can't do that, but it looks bad if the cover letter is identical regardless of what position you apply for. It also probably looks bad if you apply for 8 positions.

Sought-after skills include:

- Hard skills: Research (obviously), good writing skills, ability to communicate and articulate.
- Soft skills: Adaptability, resourcefulness, organization, flexibility, collegiality.

**Miscellaneous:** I've been encouraged by every single panelist and speaker to feel free to reach out if you have any questions whatsoever.

**International Students:** *CSIS does not have a hard quota of H visa sponsorships, and so you are very much encouraged to apply.*

**Private Sector Panel**

*Planned Panelist*

---

First	Last	Title	Organization	Linked In
Chauncee	Birdsey	Sr. Consultant Financial Crimes Compliance	EY	<a href="https://www.linkedin.com/in/chaunceebirdsey-20b9b4aa">linkedin.com/in/chaunceebirdsey-20b9b4aa</a>
Sean	Duncan	Lead Associate, Development Finance Services	MiDA Advisors	<a href="https://www.linkedin.com/in/sean-duncan-mpp-6b767365/">https://www.linkedin.com/in/sean-duncan-mpp-6b767365/</a>
Asa	Holley	Sr. Consultant	Guidehouse	<a href="https://www.linkedin.com/in/asa-holley-032/">https://www.linkedin.com/in/asa-holley-032/</a>
Zoe	Kaldor	Communications Specialist	Abt Associates	<a href="https://www.linkedin.com/in/zoe-kaldor/">https://www.linkedin.com/in/zoe-kaldor/</a>

**Chauncee Birdsey** is a Sr. Consultant, Financial Crimes Compliance for EY. Prior to her current role, Chauncee worked as a Sr. Analyst in Compliance Analytics & Design for Western Union in Denver, Colorado. Chauncee has worked in roles as an InstaCheck Examiner for Colorado Bureau of Investigation, interned for Colorado Information Analysis Center, and worked as a Deputy Diplometrics Research Assistant for the Pardee Center for International Futures. During her time at the Josef Korbel School of International Studies, Chauncee studied International Security and earned a certificate in Homeland Security International Studies.

**Sean Duncan** currently works as the Lead Associate in Development Finance Services for MiDA Advisors. Prior to his current role, Sean works as a Project Specialist in Impact Learning and Accountability for One Earth Foundation. Sean has also taken on several roles in organizations such as the Oceans Beyond Piracy, The Borgen Project and Carson J. Spencer Foundation. Sean obtained his master's Degree from Josef Korbel School of International Studies in Public Policy with a concentration in International Policy and National Security.

**Asa Holley** has been working as a Senior Consultant at Guidehouse for a year. Prior to his current role, Asa worked as a Senior Advisory Consultant at Deloitte in Washington DC. While studying at Josef Korbel School of International Studies, Asa worked as a research assistant at the Pardee Center for International Futures. Asa obtained a master's Degree in International Studies Affairs with a concentration in International Security and Policy Analysis as well as obtained a certificate in Homeland Security.

**Zoe Kaldor** currently works as a Communications Specialist for Abt Associates. Prior to her current role, Zoe worked as a Public Affairs Intern for U.S. Government Accountability Office (GAO), Exchange Programs intern at World Denver, and International Development and Fundraising Intern for Friendship Bridge. Zoe obtained her MA at Josef Korbel School of International Studies in International Development with a focus on Global Environmental Change and Adaptation.

## Student Ambassador Report

*Madison Ellis*

**Employer:** Private Sector Alumni Panel

**Date of Visit:** 12/07/22

**Employer's Website:**

- [https://www.ey.com/en\\_gl](https://www.ey.com/en_gl)
- <https://www.abtassociates.com/>
- <https://www.guidehouse.com/>
- <https://www.midaadvisors.com/>

**Presenter's names and titles:**

**Chauncey Birdsey:** Senior Consultant for Financial Crimes and Compliance at EY

**Zoe Kaldor:** Communications Specialist at Abt Associates

**Asa Holley:** Senior Consultant at Guidehouse

**Sean Duncan:** Lead Associate, Development Finance Services at MiDA Advisors

**Organizational Overview:**

- Chauncey's company, EY, is a global consulting company that works in over 150 countries on helping to create global value for clients and is involved in many different industries such as law, taxes, and transactions. This company has almost 400,000 employees across the globe and works to "provide trust through assurance and help clients grow, transform and operate" as is said in their mission statement. Chauncey works for EY remotely and said that she really enjoys the freedom that this gives her.

- Zoe's company, Abt Associates, is a leading organization focusing on program implementation and research in various fields including food security/agriculture, health, educational development and climate change. They have over 4,000 employees and focus on working to improve the lives and economic well-being of people worldwide. The company was founded over 50 years ago and has 5 locations, all in the United States.

- Asa's company, Guidehouse, is a large provider of consulting services across both the public sector and private commercial markets. They have over 15,000 employees and "help clients address their most complex challenges and navigate significant regulatory pressures focusing on transformational change, business resiliency, and technology-driven innovation". This company has a large focus on sustainability and working to help build better, global economies everywhere. They have over 55 locations across the world with their headquarters being based in Washington, DC.

- Sean's company, MiDA Advisors, is a much smaller company with only 14 employees and one location which is in Washington, DC. They specialize in facilitating investments in Africa and its emerging markets. Their mission is "to

educate and facilitate transactions along with our advisory clients which include governments, development finance institutions, private equity firms, and research institutions”. They work to foster and develop relationships between US and Africa asset locators and investment opportunities. While travel had obviously ceased during the thick of the pandemic, Sean said that he was looking forward to going on planned trips to see the work their company is doing in Africa in the following year.

### ***Hiring Information:***

When discussing the process of getting a job coming out of Korbelt, I found all of the alumni to be extremely helpful in giving us advice on what their companies look for and tips on helping our applications stand out. First off, they all highlighted how valuable opportunities like this panel were in terms of networking and speaking with other DU alumni. A couple of them mentioned how they were able to obtain their current positions through connecting with someone from Korbelt in one way or another. They emphasized how we should never be scared to reach out and how much these connections can help when finding a job. They also focused a lot on transferable skills and being versatile. For example, they discussed how important the concept of writing skills and being able to communicate a complex topic and making it understandable to the general public.

Additionally, they also said proficiency and various Microsoft Word applications, specifically excel is crucial and most times expected. They also discussed how it can be helpful to have some specific skills to help our applications stand out when applying for jobs. For example, having knowledge of statistics such as being proficient in r and python can be a bonus for employers.

Overall, they really focused on the importance of having “rotating skills” and how this can often help to contribute to success in the workplace. It’s also important to note that all of them said they believed their companies could hire international students since they all work in the private sector.

### **Additional Information and Observations:**

I found this alumni panel to be extremely informative and helpful in considering a career in the private sector. It was very interesting to hear all of our alumni’s different perspectives on how they chose their career path and all of the important steps that they took to get there. It was very nice that they were all fairly recent graduates so they could relate to the experience of looking for a job since they had also been through that not too long ago. I also found it to be informative hearing about their experiences working in the private vs. public sector and what they thought the pros and cons were to each.

We met with a lot of organizations sponsored by the government, so it was nice to learn about what a career in DC not related to the government would look like. I also really enjoyed learning about how some of them had gone from large companies to smaller ones and how they often enjoyed that more, because they felt they were able to

grow a lot more since they were able to work so closely with their peers.

Lastly, I thought it was great to hear all of them speak on how they feel their current positions are helping to make a difference in their world. Each panelist gave concrete examples of how they are seeing the impact of their work on the greater good and how rewarding that is. I thought that this was a very important point to make as I know that most of us want this out of a career one day.

Overall, I found this to be a very valuable experience and was very grateful that these alumni took the time to speak with us.

### **Silverado Policy Accelerator**

*1100 15<sup>th</sup> Street NW, 4<sup>th</sup> Floor, Washington DC 20546*

*[www.silverado.org](http://www.silverado.org)*

---

Silverado officially launched in March of 2021, but the policy challenges that we seek to address have their roots in the historical circumstances that have unfolded over the past half century. At the dawn of the 21st century, the U.S. is embroiled in a new contest for global leadership with its strategic competitors. In particular, China's quest for global supremacy has sparked a high-stakes competition for economic, technological, and strategic advantages that touches every element of public policy, from international trade to domestic manufacturing policy to cybersecurity policy. Competition between global powers is not new, of course, but in an era of unprecedented global interconnectedness and technological advancement, it creates new challenges for the United States and its allies.

What historical conditions gave rise to these challenges, and what can their past teach us about the future prospects for their resolution? Below is a timeline of seminal events in the history of Silverado's three areas of focus: cybersecurity, trade, and industrial security, and EcoSec or the intersection of ecological and economic security. The histories of these three policy areas demonstrate that the major economic and strategic challenges that the U.S. faces today cannot be addressed in isolation. Forging a new path towards American prosperity and global competitiveness requires looking backwards as well as forwards.

Silverado has just launched the **Catherine Hinman Memorial Fellowship** that creates opportunities for graduate students from across the country pursuing public policy careers with background studies in economics, applied sciences, international

affairs, etc. to gain practical experience and grow professional networks in Washington D.C.

***One of Silverado's founders, Maureen Hinman, is a Korbel alum.*** Ms. Hinman is the Co-Founder and Chairman of Silverado Policy Accelerator. Ms. Hinman, a leading policy expert on the intersection of energy, environment, and the economy, most recently served as Director for Environment and Natural Resources at the Office of the United States Trade Representative. At USTR she led a range of multilateral, regional, and bilateral trade policy initiatives focused on the environmental goods and services sector as well as natural resource conservation. Ms. Hinman previously served as the U.S. Department of Commerce's senior industry trade specialist responsible for international policy development and interagency advocacy for the U.S. environmental technology industry. Prior to entering federal service Hinman consulted on regional integration and trade policy implementation at Nathan Associates, a Washington-based economic policy consultancy. Ms. Hinman serves as a policy advisor for the Center for Climate and Trade. She was named a "2022 Tech Titan" by *Washingtonian Magazine*.

## ***NO STUDENT AMBASSADOR ASSIGNED***

### **NASA**

300 E St SW, Washington, DC 20546

[www.nasa.gov](http://www.nasa.gov)

The National Aeronautics and Space Administration is America's civil space program and the global leader in space exploration. The agency has a diverse workforce of just under 18,000 civil servants, and works with many more U.S. contractors, academia, and international and commercial partners to explore, discover, and expand knowledge for the benefit of humanity. With an annual budget of \$23.2 billion in Fiscal Year 2021, less than 0.5% of the overall U.S. federal budget, NASA supports more than 312,000 jobs across the United States, generating more than \$64.3 billion in total economic output (Fiscal Year 2019).

At its 20 centers and facilities across the country – and the only National Laboratory in space – NASA studies Earth, including its climate, our Sun, our solar system and beyond. We conduct research, testing, and development to advance aeronautics, including electric propulsion and supersonic flight. We develop and fund space technologies that will enable future exploration and benefit life on Earth.

NASA also leads a Moon to Mars exploration approach, which includes working with U.S. industry, international partners, and academia to develop new technology. NASA also sends science research and soon humans to explore the Moon on Artemis missions that will help prepare for human exploration of the Red Planet. In addition to those major missions, the agency shares what it learns so that its information can make



life better for people worldwide. For example, companies use NASA discoveries and technologies to create new products for the public. To ensure future success for the agency and the nation, NASA also supports education efforts in STEM with an emphasis on increasing diversity in our future workforce.

NASA is more than astronauts. We are scientists, engineers, IT specialists, human resources specialists, accountants, writers, technicians, and many other kinds of people working together to break barriers to achieve the seemingly impossible.

## **Student Ambassador Report**

*Lilith Diringer*

**Employer:** NASA

**Date of Visit:** 12/07/2022

**Employer's Address:** Mary W. Jackson NASA Headquarters, 300 E St SW, Washington, DC 20546

**Employer's Website:** [www.nasa.gov](http://www.nasa.gov)

**Presenter's names and titles (note any alumni):**

**Matt Finger:** [finger.matthew@gmail.com](mailto:finger.matthew@gmail.com)

**Meredith McKay:** [meredith.mckay@nasa.gov](mailto:meredith.mckay@nasa.gov)

### **Organizational Overview:**

- The National Aeronautics and Space Administration is America's civil space program and the global leader in space exploration.
- 20 centers and facilities across the country exist, as well as in Moscow, Paris, Tokyo – and the only National Laboratory in space
- Was directly founded as international organization
- It is the only organization which is authorized to sign international treaties independently– but still has to make sure that their activities align with the interests of the US Foreign Policy
- They have currently more than 650 different international treaties
- NASA also runs cooperations with other state institutions such as USAID
- Conducts research, testing, and development to advance aeronautics, including electric propulsion and supersonic flight
- Also have a strong focus on education (for instance the program GLOBE active in more than 127 countries)
- Highly supports increasing diversity among its employees
- Named best place to work in federal government several times in a row:  
<https://www.nasa.gov/press-release/nasa-named-best-place-to-work-in-federal-government-for-8th-straight-year>

The agency has a diverse workforce:

- Just under 18,000 civil servants
- Works with many more U.S. contractors, academia, and international and commercial partners
- Supports more than 312,000 jobs across the United States

### **Hiring Information:**

Full-time/half-time as well as internship opportunities:

- highly encouraged to apply
- when reviewing the applications, they look for passion, dedication
- important skill: write concisely -> condensing complex topics

The international internship program is more targeted at scientific research for foreign students (<https://www.nasa.gov/stem/international-internships-for-students.html>)

For international students, being employed by NASA directly may be difficult (possibly as a contractor). However, NASA works closely with international space agencies from all over the world, which are partly represented at DC.

### **Additional information and observations:**

- It was mentioned several times that everyone at NASA is very open and we are more than welcomed to reach out in case of any questions
- NASA is a place to work for people with various interests. Also, environmental issues (on earth as well as sustainability in space) are important topics – 2023 will be the “year of climate”
- Work will include cooperation and communication with state parties, such as the White House but also private entities
- There are discussions about working remote, however nearly everybody works in the office

## **Development and Human Rights Panel**

### *Planned Panelist*

---

	<b>Last</b>	<b>Title</b>	<b>Organization</b>	<b>Linked In</b>
Kelly	Thayer	Program Associate	UNHCR	<a href="https://www.linkedin.com/in/kelly-thayer-733ba110/">https://www.linkedin.com/in/kelly-thayer-733ba110/</a>
Jessica	Cheuvront	Senior Coordinator	Save the Children International	<a href="https://www.linkedin.com/in/jessica-cheuvront-a63aaa3b">linkedin.com/in/jessica-cheuvront-a63aaa3b</a>

Micaela	Iveson	Policy & Projects Manager	The One Campaign	<a href="https://www.linkedin.com/in/micaela-iveson-352aa248">linkedin.com/in/micaela-iveson-352aa248</a>
Maria	Rapisarda	Talent Acquisition Specialist	Vital Voices Global Partnership	<a href="https://www.linkedin.com/in/maria-rapisarda-21b11b195">linkedin.com/in/maria-rapisarda-21b11b195</a>
Susan	Kemp	Practice Area Director	Creative Associates	<a href="https://www.linkedin.com/in/susan-kemp-b865a7a/">https://www.linkedin.com/in/susan-kemp-b865a7a/</a>
Graham	Everett	Director of the Executive Office	Ashoka International	<a href="https://www.linkedin.com/in/graham-everett/">https://www.linkedin.com/in/graham-everett/</a>

**Kelly Thayer** is the Programme Associate at UNHCR, the UN Refugee Agency. Prior to joining UNHCR in June 2021, she worked as the Head of Programs for Relief International in Sittwe, Myanmar, and prior to that she worked with Handicap International in Afghanistan in Sudan. Kelly received her MA in International Development with a Certificate in Humanitarian Assistance in 2015.

**Jessica Cheuvront** is the Senior Coordinator for New Business Development at Save the Children US. She started on a contract position with Save the Children in July 2020, after her June 2020 graduation from Korbelt with a MA degree in Conflict Resolution and a certificate in Humanitarian Assistance.

**Micaela Iveson** is the Policy & Projects Manager for the ONE campaign in Washington D.C. Before her current role, Micaela worked as an Associate in Project Delivery for Palladium. Micaela has also worked as a Provider Engagement Data Analyst Volunteer for Project N95. Micaela was a Sie Fellow at the Josef Korbelt School of International Studies and obtained her master's degree in International Development with a certificate in Corporate Social Responsibility and Global Governance.

**Maria Rapisarda** began working at Vital Voices Global Partnership as the Executive Assistant to the President & CEO. After only 6 months, she received a promotion for the role as Program Coordinator, Leadership Model & Organization Redesign. One year later, she received another promotion to her currently role as a Talent Acquisition Specialist. She obtained a master's degree in International Studies/Global Studies with a concentration in Policy Analysis & Political History of Development. Maria's field of focus was International Political Economy.

**Susan Kemp** is the Practice Area Director of Democracy, Governance, and Electoral Integrity for Creative Associates International. Prior this role, Susan worked as a Democracy and Governance Practice Director for Chemonics. Susan has an extensive experience working in organizations such as World Vision, National Democratic Institute and the International Foundation for Electoral Systems. Susan obtained her master's degree in International Human Rights with a concentration in the Middle East.

**Graham Everett** recently graduated from Josef Korbel in Summer of 2022 with a master's degree in International Security with a specialization in Climate Security and Disaster Response. Graham is a returned Peace Corps Volunteer and spent 10 months in The Gambia. Graham also worked as a student intern for the U.S. State Department-Humanitarian Affairs, which he completed while studying in Geneva, Switzerland. He currently works as the Director of the Executive Office for Ashoka International.

## **Student Ambassador Report**

Shailyn Lineberry

**Employer: Development Panel**  
**12/07/2022**

**Date of Visit:**

**Development Panel Address:**  
SAIS Global Careers Conference Room  
1740 Massachusetts Avenue, NW, Second Floor  
Washington DC

**SAIS Website:** <https://sais.jhu.edu/admitted-students/washington-dc/next-stepsphd/career-services>

**Presenter's names and titles:** \* = alumni

**\*Kelly Thayer:** Program Associate, UNHCR; Graduated in 2015

**\*Jessica Cheuvront:** Proposal Coordinator, Save the Children International (*not* in attendance)

**\*Micala Iverson:** Policy & Projects Manager, The One Campaign

**\*Maria Rapisarda:** Talent Acquisition Specialist, Vital Voices Global Partnership; Graduated in 2021

**\*Susan Kemp:** Practice Area Director, Creative Associates; Graduated in 2007

**\*Graham Everett:** Director of Executive Office, Ashoka International (*not* in attendance)

### **Organizational Overview:**

#### ***The One Campaign:***

**Mission:** ONE is a global movement campaigning to end extreme poverty and preventable disease by 2030, so that everyone, everywhere can lead a life of dignity and opportunity.

**Office Locations:** United States (Washington DC), Canada (Ottawa), United Kingdom (London), Germany (Berlin), France (Paris), Belgium (Brussels), Senegal (Dakar), South Africa (Johannesburg), and Nigeria (Abuja)

**ONE** is a campaigning organization and does not raise funds directly for schools, hospitals and the like, but rather advocates for government programs which improve the lives of millions of people living in poverty. ONE is not a grant-making organization and does not solicit funding from the public or receive government funding.

**Website:** <https://www.one.org/us/>

***Vital Voices Global Partnership:***

**Mission:** Vital Voices invests in women leaders who improve the world. We search the world for a woman leader with a daring vision. Then we partner with her to make that vision a reality. Through long-term investments that expand her skills, connections and visibility, we help her accelerate shared progress for all.

**Office Locations:** Head Quarters Washington, DC, located at 1509 16<sup>th</sup> Street, NW

**Number of employees:** 68 on website

Serving as a “venture catalyst,” Vital Voices identifies leaders with a daring vision for change and partners with them to make that vision a reality. It provides connections, increased capacity, a peer network, financial support, skills training, and increased visibility for their work, which ranges from gender-based violence and climate justice to economic inequities and political disempowerment, and more.

**Website:** <https://www.vitalvoices.org/>

***Creative Associates:***

**Mission:** To support people around the world to realize the positive change they seek.  
**Office Locations:** Washington DC; multiple locations have openings globally (on the “International Careers” page)

Creative Associates International provides outstanding, on-the-ground development services and forges partnerships to deliver sustainable solutions to global challenges. Its experts focus on building inclusive educational systems, transitioning communities from conflict to peace, developing sustainable economic growth, engaging youth, promoting transparent elections and more.

**Website:** <https://www.creativeassociatesinternational.com/>

***UNHCR:***

**Mission:** We work to ensure that everybody has the right to seek asylum and find safe refuge, having fled violence, persecution, war or disaster at home.

**Office Locations:** Headquarters United Nations High Commissioner for Refugees  
Case Postale 2500 CH-1211 Genève 2 Dépôt, Suisse

**Regions UNHCR works in:** Africa, Americas, Asia and the Pacific, Europe, Middle East and North Africa, Emergencies

**Website:** <https://www.unhcr.org/en-us/>

### **Hiring Information:**

#### **Salary information:**

As this was an alumni panel, there was not direct information about the application cycle, salary information, or international student consideration.

Here are some skills that the development panel spoke to:

- Different skillsets are required; adaptable skillset
- Fieldwork experience
- Program management skills
- Excel and MS Suite
- Clear, concise writing
- Synthesize complex information (for briefs)
- Being able to perform on a writing test
- Analytical framework
- Know the lingo of the organization or sector
- Understand your audience
- Evergreen skills: budgeting, accounting, CRM, Salesforce
- Cross-cultural communication and understanding

### **Additional information and observations:**

Kelly spoke to being a high-capacity generalist and not a specialist. She lived in Liberia and Sudan to better understand the development side of the process and spoke to how your current job can launch you to the next opportunity. She worked for Relief International and discussed how important it is to ask about how long jobs will be remote, as it's important to understand the implications of working in a different time zone (or with folks in different time zones). Kelly mentioned that organizations look for headquarter and field experiences, emergency response coordinating, and program management skills. Kelly also spoke to the feeling of being “overqualified” but having no work experience and encouraged us to not be afraid of hearing “no” or asking for feedback. She described her time as an expat vs. being stationed in DC, and spoke about the learning curve that she experienced, cultural differences to learn, and adapting to different international working styles. Kelly may have been open to “expat life” at first, but then

discussed how it might not be a good fit for everyone, and it often depends on what stage of life you're in.

Micala spoke to her non-traditional background in theater, and how that has improved both the work that she does and her job applications.

Maria spoke about Vital Voices and the powering of connecting people to the right people and resources. She mentioned that once you're in an NGO it's easier to "bop around" other NGOs. Maria spoke about the ability to continuously learn and think thematically, which will be applicable to a wide array of jobs. She encouraged the group to think about the work that an NGO is doing and how their work fits into your own academic or personal interests.

When we opened questions for the group, Susan was candid with us about a job position that she ultimately left due to ethical concerns. She said that it was a 6-week long job, and that it took her 4 months to get a new job. She reminded us that it's okay to leave a job but cautioned us from creating a pattern of "bouncing around" jobs. She also spoke to the importance of asking the organization about capacity building, suggesting questions like, "Who's the donor?" "How long will they be funding?" "Is there an exit strategy?" "Is funding sustainable? Decolonial?" to understand the longevity of a project.

### **Job Search Tips:**

- Just apply! All they can say is "no"
- Follow up with a thank you
  - Don't be transactional in the interview or networking process
- Follow your instincts about an organization or opportunity
- "You can do anything for 1 year"
- Networking tip from Micala: try making memos for NGOs as an application advantage, but also as a resume builder
- Quantify your skills on a resume
- Always tailor your resume for each job opportunity
- Look at jobs and job descriptions you want *now* while you're in school to see what they're looking for to see if you can add classes to your schedule
- Take broad classes but also take skills-based courses
- It's okay to leave a job. But be cautious about demonstrating a pattern of bouncing around (red flag)
- Use the Korbelt network to make connections and learn more about opportunities

### **Security Panel**

*Invited Panelist*

---

First	Last	Title	Organization	Linked In
Lexi	Gilson	Foreign Affairs Specialist	U.S. Department of Defense	<a href="https://www.linkedin.com/in/alexandra-gilson-ab2b1a174">linkedin.com/in/alexandra-gilson-ab2b1a174</a>
Sarah	Fenn	Senior Consultant	Deloitte	<a href="https://www.linkedin.com/in/sarah-a-fenn">linkedin.com/in/sarah-a-fenn</a>
Joan	Hodge	Senior Consultant	Lexpat Global Services	<a href="https://www.linkedin.com/in/joan-hodge-65a19562">linkedin.com/in/joan-hodge-65a19562</a>
Adam	Park	Global Intelligence Analyst	Thomson Reuters Special Services	<a href="https://www.linkedin.com/in/adampark8/">https://www.linkedin.com/in/adampark8/</a>
Scott	Buchanan	Director	Secretary of Defense	<a href="https://www.linkedin.com/in/scott-buchanan-4489754/">https://www.linkedin.com/in/scott-buchanan-4489754/</a>
Melissa	Shambach	Analyst	BMNT	<a href="https://www.linkedin.com/in/melissa-shambach/">https://www.linkedin.com/in/melissa-shambach/</a>
Rachel	Combs	Nuclear Policy Analyst	ANSER	<a href="https://www.linkedin.com/in/rachel-combs/">https://www.linkedin.com/in/rachel-combs/</a>

**Lexi Gilson** graduated from Josef Korbel School of International Studies in 2021 with a master's degree in International Relations and National Security Studies. While attending Josef Korbel, Lexi worked as an intern for the U.S. Department of State and was a Legislative Assistant in the Oklahoma House of Representatives. Lexi is currently working as a Foreign Affairs Specialist, in Southeast Asia International Engagement Directorate DTSA for the U.S. Department of Defense.

**Joan Hodge** is currently working as a Senior Consultant for Lexpat Global Services. Joan has extensive experience working in the intelligence field in organizations such as ATSG Corporation, Control Risks, Center for Strategic and International Studies, and INTERPOL Washington. Joan obtained her master's degree in International Security with research focused on anti-corruption and economic crime, conflict risk analysis, and the illicit economy.

**Adam Park** is an Intel Analyst at Thomson Reuters Special Services. Prior this role, Adam worked as an Intelligence Analyst for Allied Universal, and Crisis Response Intelligence Analyst for PINKERTON. During his time at Josef Korbel, Adam interned with the U.S. Department of State in Diplomatic Security Service and obtained a master's degree in International Security.

**Scott Buchanan** is the Director, for Security Cooperation for the Office of the Under Secretary of Defense. Dr. Buchanan is a career policy professional in the Office of the Under Secretary of Defense for Policy. He has served in numerous leadership positions, including Director for Iraq and Syria Policy; Chief of Staff, SO/LIC; Senior Advisor for the Defeat ISIS Task Force; Director for Domestic Counterterrorism & Global Antiterrorism; Director of Force Transformation Resources and Plans; Deputy Director for Counterterrorism Operations; Deputy Director for Special Operations & Irregular Warfare; and Team Chief and Senior Advisor for NATO Operations.

Dr. Buchanan has served multiple tours in Afghanistan, most recently as the Senior Advisor to the Afghan National Security Advisor in the Resolute Support Mission's Executive Advisory Group in 2018-2019. He served as the Senior NATO



Special Operations Component Command Advisor to Afghanistan's Minister of Defense and the General Staff in 2013-2014, and as the Senior Advisor to the NATO Senior Civilian Representative in Afghanistan in 2014-2015. Dr. Buchanan supported special operations oversight and election security and peace planning, negotiated, and concluded the NATO status of forces agreement with Afghanistan, and served as the in-country executive secretary for the NATO Trust Fund. In 2014, the Commander, International Security Assistance Force by-name requested Dr. Buchanan to serve as the senior advisor to the Afghan National Security Council on the National Security Policy and the National Security Strategy.

Dr. Buchanan received his PhD in Public Policy from George Mason University, graduate degrees from the Naval War College and the University of Denver, and undergraduate degree from the University of Massachusetts, Amherst. He was a 2012 World Politics and Statecraft Fellow (Smith Richardson Foundation) and adjunct with the National Defense University while completing dissertation research. Dr. Buchanan teaches graduate courses on defense policy at George Washington University's Elliott School of International Studies and is a member of the Council on Foreign Relations. Dr. Buchanan entered government service in August 2001 as a Presidential Management Intern.

**Melissa Shambach** is currently the Senior Analyst in the Pilot Programs and Growth Team at BMNT. Prior her current role, Melissa worked as a Security Policy Trainee for NATO. Melissa obtained a bachelor's degree in International Relations with a concentration in International Security and the Middle East Region from Josef Korbel.

**Rachel Combs** graduate from Josef Korbel in 2021 with a master's degree in International Security with a specialization in Intelligence and Homeland Security. During her time at Josef Korbel, Rachel interned with NORAD & U.S. Northern Command and received the NNSA Graduate Fellowship. Upon graduation, Rachel worked as a Policy Analyst for Global Engineering & Technology and her current role is Nuclear Policy Analyst for ANSER.

## **Student Ambassador Report**

*Bailey Howe*

**Employer:** Security Panel

**Date of Visit:** 12/7/22

**Employer Address:**

Panel held at SAIS: 1740 Massachusetts Ave NW, Washington, DC 20036

**Presenter's names and titles:**

**All alumni:**

**Lexi Gilson '21:** Foreign Service Specialist

**Sarah Fenn '17:** Senior Consultant

**Joan Hodge '16/17:** Senior Consultant

**Adam Park '19:** Global Intelligence Analyst  
**Melissa Shambach '20:** Analyst  
**Rachel Combs '21:** Nuclear Policy Analyst

### **Organizational Overview:**

All alumni work in different organizations so I will list those and briefly summarize their work.

**US Department of Defense:** An executive branch department of the federal government charged with coordinating and supervising all agencies and functions of the government directly related to national security and the US Armed Forces

**Deloitte:** Consultants at Deloitte work in many different fields and can liaison with many different agencies. They work closely with their clients to design exactly what their future should be and help get them there.

**Website:** <https://www2.deloitte.com/us/en/pages/careers/articles/join-deloitte-consulting-careers.html>

**Lexpat Global Services:** An international law and consulting firm specializing in security, defense, investigations, compliance, and training.

**Website:** [https://www.lexpatglobal.com/staff\\_trusted/joan-hodge/](https://www.lexpatglobal.com/staff_trusted/joan-hodge/)

**Thomson Reuters Special Services:** Focus on data analysis and utilizing data engineers to create solutions to protect the security of their clients.

**Website:** <https://www.trssl.com/careers/>

**BMNT:** A global advisory firm for governments and their partners focused on using start up methods to create new capabilities.

**Website:** <https://www.bmnt.com/careers>

**ANSER:** A company that enhances national and homeland security; strengthening public institutions through objective analysis – delivering practical, useful solutions.

**Website:** <https://www.anser.org/careers/>

### **Hiring Information:**

Full-time opportunities, application cycle/process, candidate qualifications/skills desired (note whether international students would be considered), and salary information:

The advice the alumni gave us was to constantly talk to people and expand your network. Use the alumni network to get mentors and receive advice. Hiring managers look for your ability to write briefly, be a creative problem solver, be adaptable in a fast paced environment, don't take any BS, be a good and efficient communicator, and always pay attention to detail.

Internship opportunities, application cycle/process, candidate qualifications/skills desired (note whether international students would be considered), and salary information:

Did not ask about this specifically with our alumni but they invited everyone to connect with them via LinkedIn and to chat with them regarding specific opportunities.

**Additional information and observations:**

They offered wonderful advice for women in the security field and the biggest take away from that was to not let men walk all over you, keep going and don't get discouraged. We also discussed mental health and how it is no longer frowned upon to seek help in many different ways in order to cope with the hard work that people in this field experience.

## **Central Intelligence Agency (CIA)**

*1000 Colonial Farm Rd., McLean VA, 22101*

*[www.cia.gov](http://www.cia.gov)*

---

The CIA is the nation's premier agency for providing global intelligence in the ever-changing political, social, economic, technological, and military landscapes. The Agency's mission is straightforward but critical: to protect America's national security. By collecting valuable foreign intelligence, conducting timely analysis, and executing covert actions, the CIA preempts threats and protects everything we hold dear. From data analysis to clandestine operations to cybersecurity, its efforts are innovative, impactful, collaborative, and driven by our mission. At the CIA, employees can use their exceptional talents on work that is at the heart of world-shaping events.

The Agency is separated into five necessary components: the Directorate of Operations, the Directorate of Analysis, the Directorate of Science & Technology, the Directorate of Support, and the Directorate of Digital Innovation. They carry out "the intelligence cycle," the process of collecting, analyzing, and disseminating intelligence information to top U.S. government officials.

CIA's primary mission is to collect, analyze, evaluate, and disseminate foreign intelligence to assist the President and senior U.S. government policymakers in making decisions relating to national security. This is a very complicated process and involves a variety of steps.

First, they must identify a problem or an issue of national security concern to the US government. In some cases, the CIA is directed to study an intelligence issue—such as what activities terrorist organizations are planning or how countries that have biological or chemical weapons plan to use these weapons—then they look for a way to collect information about the problem. After the data is collected, intelligence analysts pull together the relevant information from all available sources and assess what is happening, why it is happening, what might occur next, and what it means for U.S. interests. The result of this analytic effort is timely and objective assessments, free of any political bias, provided to senior U.S. policymakers in the form of finished intelligence products that include written reports and oral briefings. One of these reports is the President's Daily Brief (PDB), an Intelligence Community product, which the U.S. president and other senior officials receive each day.

It is vital to know that CIA analysts only report the information and do not make policy recommendations—making policy is left to agencies such as the State Department and Department of Defense. These policymakers use the information that the CIA provides to help them formulate US policy toward other countries. It is also essential to know that the CIA is not a law enforcement organization. That is the job of the FBI; however, the CIA and the FBI cooperate on several issues, such as counterintelligence and counterterrorism. Additionally, the CIA may also engage in covert action at the President's direction and accordance with applicable law.

# **Student Ambassador Report**

## **Wil Griffin**

**Employer:** Central Intelligence Agency

**Date of Visit** 12/8/2022

**Employer Website:** CIA.gov

**Presenter's names and titles:**  
**Grace, Emma, Lindsey, Maria**

### **Organizational Overview:**

Mission is the defense of America from foreign threats through collection of human intelligence. Work locations vary due to the directorate you apply to. Analysts often work in D.C. but have the opportunity to travel on a limited basis. They are making a considerable effort to improve work life balance at the agency. You have 6 hours during a 2-week period for personal fitness that can either be done on the campus ground or at your own place. They have onsite childcare along with competitive vacation schedules. You can work the hours you want to work but have to be working during certain critical periods which are deemed by your supervisor.

### **Hiring Information:**

Full-time opportunities, application cycle/process, candidate qualifications/skills desired (note whether international students would be considered), and salary information: There are rotating positions based on the needs of the agency most positions are usually posted in the fall with an application cycle finishing by the end of November. The process is long for applying and can take up to 3 years until you work there. The agency looks for all type of backgrounds/qualifications. You will need to prepare a 3–5-page writing sample for your application and include sources that you used at the end. Your resume should not just be one page instead think about front loading information for them to understand who you are and what makes you worth moving on to the next step in the application process. You should demonstrate what makes you unique and why you want to work there. A big key is to be yourself and show your passions. If you make it to the interview, round think of what your greatest weakness is and know some basic info about the mission set for the job you applied to. Salaries are unknown for each position but work on a similar basis to the GS pay rates. Applications are not open to international students.

### **Internship opportunities, application cycle/process, candidate qualifications/skills desired and salary information:**

There are internships at the agency. However, the application period starts in July and ends in October. Applications take a long time think of a timeline for 1 year. Same qualifications apply similar to their regular jobs.

### **Additional information and observations:**

Cannot smoke any marijuana for 90 days before you apply and you cannot do any hard drugs for a year before you apply. Make sure you have a voicemail and answer your calls they only

correspond to you via call and mail. Do not go out of the country while you are in the application process without notifying them beforehand.

## **Student Ambassador Report**

*Merle Weidt*

**Event: International Students Panel**  
D.C.

**Date:** December 8<sup>th</sup>, 2022, Washington

### **Attendee's names and titles:**

**Wonde Pawlose:** Senior Program Associate, Freedom House

**Cindy Chen:** Research Assistant at American Enterprise Institute

**Claudia Churchill:** International Relations Outreach Coordinator, Peace Operations Training Institute

### **Conversation notes:**

OPT / H-1B

- Timeframe
  - Apply on first day it is possible to apply (faster processing time)
    - 90 days before graduation
  - Start date: it is a gamble
    - You cannot work before written start date on your OPT, even if your employer wants you to
    - Consider financial support for start date
      - You could set it 60 days after graduation but keep in mind, that you must support yourself during that time
      - Also possible to start right after graduation
      - Experience: Wonde listed two weeks after graduation as start date
      - Some on campus jobs offer possibility to extend job over summer to bridge between graduation and OPT start date (e.g. Pardee Center)
- Pick internships strategically
  - Do they traditionally sponsor OPT, H-1B
  - Do they have a range of internationals?
  - What type of organization? (corporate vs. non-profit / research -> consider cap on H-1Bs)
    - H-1B for NGOs \$500 -> likelier to sponsor H-1B
    - Cap on H-1B for corporate organizations, while research institutions do not fall under that cap
- Salary negotiations:
  - Idea: maybe do not negotiate salary as much / avoid asking for a raise if you know that you will ask for sponsorship -> they will be in your "favor"

Security clearance:

- Possible to get low clearance even as foreign national
- Possible to get through employer after hired
- Still prefer clearance without jobs over jobs with clearances

### **Job Search Tips:**

- Do not disclose immigration status during interviewing process unless asked (establish rapport during first few months of working in job, organization more likely to sponsor an H1B if you do not ask during interviewing process)
- Establish rapport with international colleagues and ask them about their process

### **Wilson Center**

1300 Pennsylvania Ave., NW, Washington DC 20004

[www.wilsoncenter.org](http://www.wilsoncenter.org)

The Wilson Center, chartered by Congress in 1968 as the official memorial to President Woodrow Wilson, is the nation's key non-partisan policy forum for tackling global issues through independent research and open dialogue to inform actionable ideas for the policy community.

The Wilson Center brings fresh thinking and deep expertise to the most pressing policy challenges we face today. We convene scholars to create a global dialogue of ideas that Congress, the administration, and the international policy community can act on. In 2019, the Wilson Center was named the #1 regional studies think tank in the world.

### **Internships**

The Center offers a wide range of part-time, **paid** internship opportunities to current, recent, or returning college students. Wilson Center interns can develop both research and professional skills, and to participate in the numerous activities and events held at the Center.

Availability of positions generally corresponds to the beginning of the fall, spring, and summer terms. The Wilson Center has two different internship programs (Research Assistant internships and Staff Assistant internships) with separate applications and deadlines.

### **Careers**

The Wilson Center consists of two separate, but parallel, pay systems (federal and trust). U.S. Civil Service positions are funded by our annual appropriation from the Congress. Trust positions are funded by private donations, grants and gifts to the Wilson Center.

The Wilson Center is committed to attracting and maintaining a high quality, dedicated, and diverse work force. As a member of the Wilson Center staff, you will become of the team that works together to build a bridge between the worlds of academia and public policy, to inform and develop solutions to the Nation's problems and challenges.

***When applying for a position, with The Wilson Center please follow the application instructions via the announcement on USAJOBS.***

## **Student Ambassador Report**

*Merle Weidt*

**Employer:** Wilson Center

**Date of Visit:** December 8<sup>th</sup>, 2022

**Employer's Website:** <https://www.wilsoncenter.org>

### **Presenter's names and titles:**

**Maria-Stella Gatzoulis:** Special events coordinator / planner

**Elinor Harty:** Internship Coordinator

**Amanda King:** Program Associate, Environmental Change and Security Program,

**Heather Exner-Pirot:** Fellow at the Polar Institute

### **Organizational Overview:**

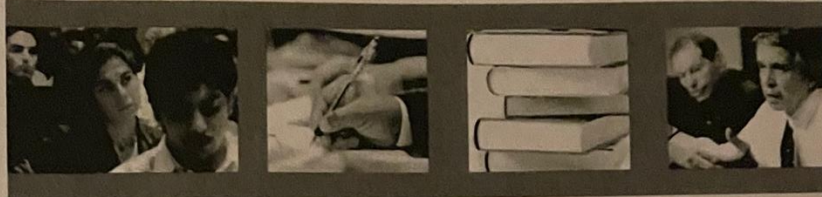
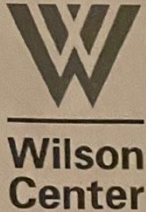
The Wilson Center, chartered by Congress in 1968 as the official memorial to President Woodrow Wilson, is the nation's key **non-partisan policy forum** for tackling **global issues** through **independent research** and **open dialogue** to inform actionable ideas for the policy community. The Wilson Center brings fresh thinking and deep expertise to the most pressing policy challenges we face today. We convene scholars to create a global dialogue of ideas that **Congress, the administration, and the international policy community** can act on. In 2019, the Wilson Center was named the #1 regional studies **think tank** in the world. The center has three different types of employment: **interns**, **staff**, and **scholars**. Currently, the Center employs about 80 scholars. The center is about 1/3 funded by Congress, which enforces its bi-partisan nature. The Center researches a diverse **range of topics**, covering different regions and issues (more information can be found on website).

### **Hiring Information:**

The center hires two different types of interns: **staff** and **research assistants**. While research assistants are assigned to one fellow to advance their research, staff assistants' duties cover more administrative tasks. Research assistants usually work **12-15 hours per week**. For staff interns, the number of hours per week worked varies. The internships can be completed in a **remote, hybrid** or **in-person** setting, which allows students to complete the internships from Denver. Still, all positions are **paid** and **open to international students** with work-authorization (such as CPT or OPT). The summer applications usually go live in February and are due at the end of March. In general, the internship lasts one term or semester but are flexible in length.



The Wilson Center is looking for four specific qualities in a person: good writing skills, interest in researching policy, being excited for new opportunities, and open and willing to engage deeply with the assigned topic.



## STAFF ASSISTANT INTERNSHIPS

The Wilson Center also recruits interns to work in its various program, administrative, and communications offices.

These interns work alongside the Wilson Center staff and who have an interest in, coursework related to, and/or experience working on a variety of issues consistent with the work of our various offices, programs and projects.

The Center's staff internship appointments are generally made consistent with academic terms (i.e., Fall, Spring and Summer/three-to-four months); although appointments are made throughout the year for varying lengths of time. No internship will exceed one year in duration.

These internships are designed to provide the individuals selected with the opportunity for practical experience in an environment that successfully mixes academic study with public policy. The intern will gain valuable experience and, depending on the office, assignments might include: managing social media accounts; advertising; conference organization; library and internet research; assistance with the preparation of publications and outreach materials; and administrative assignments in support of Center activities. Internships also provide opportunities for those selected to attend events within the Wilson Center and around Washington.

Successful applicants should have: strong research and/or administrative skills; be detail-oriented; be able to work independently and collectively as part of group; and, be currently enrolled in an undergraduate/graduate degree program, a recent graduate (within one calendar year), and/or have been accepted to enter an advanced degree program. Some of our international programs might require candidates to possess a working knowledge of a foreign language.

The Center's Staff Assistant Internship program is fully compensated. All interns receive either an hourly wage, or secure an external source of funding prior to starting the internship. The number of hours can vary from 10 - 35 hours per week, depending on the office. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. The Wilson Center is an equal opportunity employer and follows equal opportunity employment guidelines in the selection of its interns. Internships are open to all U.S. citizens and permanent residents and qualified international students with F-1 or J-1 visas. An individual selected for a paid internship will be expected to present proper evidence establishing employability prior to being appointed.

For more information, visit:

[www.wilsoncenter.org/internships](http://www.wilsoncenter.org/internships)

There are slightly different applications and deadlines and one must apply directly to a program or office:

### BY REGION:

Africa Program  
Asia Program  
Canada Institute  
China Environment Forum  
Global Europe Program  
Kennan Institute  
Kissinger Institute on China and the U.S.  
Korea Center  
Latin American Program  
Mexico Institute  
Middle East Program  
Polar Institute

### BY TOPIC:

Cold War International History Project  
Congressional Relations  
Development Office  
Director's Office  
Environmental Change and Security Program  
External Relations  
History and Public Policy Program  
Maternal Health Initiative  
Science and Technology Innovation Program





## RESEARCH ASSISTANT INTERNSHIPS

The majority of the interns at the Woodrow Wilson International Center for Scholars serve as part-time research assistants who work 12-15 hours per week per visiting scholar. The number of hours can be adjusted accordingly to fulfill academic requirements. A position as a research assistant is particularly appropriate for students planning to move on to graduate studies, or for students wishing to develop a deeper understanding of their field of study.

Most scholars who come to the Wilson Center spend their time carrying out research, writing books, and making public presentations. Research assistants have the unique opportunity to network and work directly with these experts, as they examine issues of contemporary public policy or explore topics that provide the historical context behind today's public policy debates. Most research assistants at the Center work with university professors who are scholars at the Wilson Center while on leave from their home institutions. Other assistants may be assigned to journalists, present and former government officials (such as ambassadors) or, occasionally, to scholars from the private sector.

In support of the scholars, research assistants spend much of their time conducting online database research; analyzing and summarizing research materials; compiling bibliographies; proofreading and editing; verifying quotations and references; aiding in presentational tasks; and locating inter-library loan materials. There may be some administrative tasks involved, but such tasks will be limited. Consequently, a strong sense of responsibility and the ability to work with a minimum of supervision are strong assets. While at the Center, all interns are encouraged to go beyond their particular internship responsibilities and to attend numerous many panel discussions, conferences, symposia, and other meetings. Interns are also welcome to join staff and scholars during some social events.

Applicants must have a GPA of 3.0 or higher and be a current and/or recent graduate (within one calendar year), and/or have been accepted to enter an advanced degree program. Most interns are of at least senior undergraduate level, though strongly qualified juniors will be considered. Graduate students are eligible to apply.

Foreign language skills such as: Arabic, Chinese, French, Farsi/Persian, German, Hebrew, Hindi, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, etc. are sometimes useful. If you have some foreign language capabilities, please list your level of proficiency on your application form.

The Wilson Center is an equal opportunity employer and follows equal opportunity employment guidelines in the selection of its interns. Internships are open to all U.S. citizens and permanent residents and qualified international students. Foreign students are eligible to apply, but they must hold a valid F-1 or J-1 visa and appropriate work authorization. The Wilson Center does not sponsor visas for interns. All foreign students must obtain a work authorization letter from their Designated School Official or Responsible Officer for visas at their university stating that they are in valid immigration status and eligible to do an internship at the Center.

Many Research Assistant interns receive academic credit for their internship. A modest monthly stipend is available if the applicant does not have an external source of funding secured (e.g., a scholarship from a university).

Because of the large number of applicants, only those selected for an interview will be contacted. The internship application form can be found at:

[www.wilsoncenter.org/internships](http://www.wilsoncenter.org/internships)

The application consists of the Internship Application Form, Cover Letter, Resume, 3-to-5 page Writing Sample, 2 Letters of Recommendation, and Transcripts.

For more information, email: [internships@wilsoncenter.org](mailto:internships@wilsoncenter.org)

Please visit our website to see the current deadlines:

For internships beginning in:	Deadline for application:
January	October 15
May/June	March 31
September	July 16

Woodrow Wilson International Center for Scholars  
1 Woodrow Wilson Center Plaza  
1300 Pennsylvania Ave., NW  
Washington, DC 20004-3027

## **National Endowment for Democracy (NED)**

*300 E. Street SW, Suite 5R30, Washington, DC*

*www.nasa.gov*

---

The National Endowment for Democracy (NED) is an independent, nonprofit foundation dedicated to the growth and strengthening of democratic institutions around the world. Each year, NED makes more than 2,000 grants to support the projects of non-governmental groups abroad who are working for democratic goals in more than 100 countries.

Since its founding in 1983, the Endowment has remained on the leading edge of democratic struggles everywhere, while evolving into a multifaceted institution that is a hub of activity, resources and intellectual exchange for activists, practitioners and scholars of democracy.

NED is a unique institution. The Endowment's nongovernmental character gives it a flexibility that makes it possible to work in some of the world's most difficult circumstances, and to respond quickly when there is an opportunity for political change. NED is dedicated to fostering the growth of a wide range of democratic institutions abroad, including political parties, trade unions, free markets and business organizations, as well as the many elements of a vibrant civil society that ensure human rights, an independent media, and the rule of law.

This well-rounded approach responds to the diverse aspects of democracy and has proved both practical and effective throughout NED's history. Funded largely by the U.S. Congress, the support NED gives to groups abroad sends an important message of solidarity to many democrats who are working for freedom and human rights, often in obscurity and isolation.

The Endowment is guided by the belief that freedom is a universal human aspiration that can be realized through the development of democratic institutions, procedures, and values. Democracy cannot be achieved through a single election and need not be based upon the model of the United States or any other particular country. Rather, it evolves according to the needs and traditions of diverse political cultures. By supporting this process, the Endowment helps strengthen the bond between indigenous democratic movements abroad and the people of the United States — a bond based on a common commitment to representative government and freedom as a way of life.

# **Student Ambassador Report**

*Katelyn Rindlisbaker*

**Employer:** National Endowment for Democracy

**Date of Visit:** Dec. 8, 2022

**Employer Address:** 1201 Pennsylvania Avenue NW, Washington, DC 20004

**Employer Website:** <https://www.ned.org/>

## **Presenter's names and titles:**

**Brian Ernst:** Program Officer – Korbel Alum

**Clayton King:** Research Associate – Korbel Alum

**Sereen Thahir:** Program Officer

**Tai Davis:** Senior Manager, Human Resources

## **Organizational Overview:**

NED was created after Ronald Reagan's Westminster speech and is funded by congress as a bipartisan nonprofit foundation that works to strengthen democratic institutions around the world. They work to provide grant funding, help independent media, help human rights organizations, and operate a think tank. They also use a very basic grant application in order to ease the process of applying for those in need of assistance.

## **Hiring Information:**

Full-time opportunities, application cycle/process, candidate qualifications/skills desired (note whether international students would be considered), and salary information:

They said the best way to apply is to watch for listings online at [NED.org/careers](https://www.ned.org/careers). However, the process is competitive, and they look for people with experience in the country area that you are looking to work with. They also look for people who speak at least one other language.

The hiring process is different for each team at NED. Because of this the best thing you can do is to have a well formatted resume and show that you understand what position you are applying for and what they are looking for.

Internship opportunities, application cycle/process, candidate qualifications/skills desired (note whether international students would be considered), and salary information:

Internships follow a very similar process as the full-time opportunities, and they look for experience and secondary language skills.

## **Additional information and observations:**

While it is competitive to gain a position with NED they do have many amazing experiences available for those who work for them. There are opportunities for travel as well as language development. They have positions in a wide array of fields.

Some advice that they gave on how to stand out when applying is to know what the organization does and exactly what you position you are applying for. Also be able to show

that you can think outside of the box and help come up with new ideas but that you can still take direction and work as a team. Use your cover letter to express how your knowledge in an area will help you be a better teammate and if you get an interview do not say “as I said in my resume” or “as I said in my cover letter”.

### **The Aspen Institute**

*2300 N St. NW, Suite 700, Washington, DC*

*[www.aspeninstitute.org](http://www.aspeninstitute.org)*

---

Chicago businessman Walter Paepcke (1896-1960), chairman of the Container Corporation of America, first visited Aspen, Colorado in 1945. Inspired by its great natural beauty, he envisioned it as an ideal gathering place for thinkers, leaders, artists, and musicians from all over the world to step away from their daily routines and reflect on the underlying values of society and culture. He dreamed of transforming the town into a center for dialogue, a place for “lifting us out of our usual selves,” as one visitor to Paepcke’s Aspen would put it.

That year, Paepcke created what is now the Aspen Institute. He was a trustee of the University of Chicago, and his participation in its Great Books seminar, led by philosopher Mortimer Adler, inspired the Institute’s Executive Seminar. The seminar is a forum based on the writings of great thinkers of the past and present. Through reading and discussing selections from the works of classic and modern writers, leaders better understand the human challenges facing the organizations and communities they serve. “The Executive Seminar was not intended to make a corporate treasurer a more skilled corporate treasurer,” said Paepcke, “but to help a leader gain access to his or her own humanity by becoming more self-aware, more self-correcting, and more self-fulfilling.”

Today the Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster leadership based on enduring values and to provide a nonpartisan venue for dealing with critical issues. The Institute has campuses in Aspen, Colorado, and on the Wye River on Maryland’s Eastern Shore. It also maintains offices in New York City and has an international network of partners.

Our partners work to create a global community of leaders committed to the greater good and elevate non-partisan dialogue to address the world’s biggest challenges. Since 1974, the Aspen Institute has inspired 12 international partner organizations in 15 countries: Central Europe (Czech Republic, Hungary, Poland, Slovakia), France, Germany, India, Italy, Japan, Mexico, New Zealand, Romania, Spain, Ukraine, and the United Kingdom.

Over the past half-century, the Institute has thrived in the United States and globally through the international network of partners. There is a growing demand and

urgent need for the Institute's time-tested processes and proven impact around the world.

***Korbel has recently developed a partnership with The Aspen Institute to host several internships and fellowships—this is an exciting partnership and fantastic opportunities for Korbel students--they will be talking about this as well.***

## **Student Ambassador Report**

*Teige Giles – teige.giles@du.edu*

**Employer:** The Aspen Institute

**Date of Visit:** December 9, 2022

**Employer's Address:** 2300 N Street, NW, Suite 700, Washington, DC 20037

**Employer's Website:** [www.aspeninstitute.org](http://www.aspeninstitute.org)

### **Presenters:**

**Dan Porterfield:** President and CEO

**Danielle Baussan:** Director of Operations, Policy and Public Programs

**Emily Lawrence:** Fellow, Aspen Strategy Group

**Kyle Newell:** Managing Director, ANDE (Aspen Network of Development Entrepreneurs)

**Ketevan Chinchradze, MA '23\*:** Nathanson Fellow at the Aspen Institute Congressional Program

**Roberta Zapf:** Executive Assistant, ANDE

\*Korbel alumni/current Korbel student

### **Organizational Overview**

Primary Locations: Washington, DC (Headquarters); Aspen, CO; New York, NY; and 12 international locations around the world (Eight European locations, Mexico, India, Japan, New Zealand)

Mission: Aims to drive change through dialogue, leadership, and action to solve great issues around the world.

### **General Information:**

- Think Tank
- Nonprofit, 501(c)(3)
- Nonpartisan
- Long-term approach to making change
- Emphasis on diversity of opinion
- Major focus on dialogue and communication



- Founded in Aspen, CO in 1949
- About 500 employees

#### **Four Major Programs (organizational division):**

- Policy Program (Works on major issue areas)
- Public Program
  - o Creates venues for the exchange of ideas and cultivates conversation
  - o Aspen ideas festival
- Leadership Division (follows specific leaders around the world)
  - o Gives leaders tools to find and develop their values and communicate with one another
  - o Values-based leadership and leadership development programs
- International Partners
  - o Other NGOs that wish to share ideas and be partners
  - o Function independently, but are able to use the Aspen Institute name and are officially associated

#### **Major Issue Areas:**

- Business and Society
- Communications and Culture
- Education
- Energy and Environment
- Health and Sport
- Justice and Civic Identity
- Opportunity and Development
- Philanthropy and Social Enterprise
- Security and Global Affairs

#### **Programming Areas:**

- **Conferences & events** that invite the public to engage with experts and each other
- **Programs** that drive change on global and domestic challenges
- **Leadership programs** that build networks of values-based leaders that drive action in their communities and businesses
- **Youth leadership programs** that foster civic engagement and active citizenship among young leaders
- **Seminars** in which experts and leaders reflect, connect, and share ideas
- **International partners** in 11 nations that address global challenges and develop civil society
- **Media resources** that promote innovative thinking and solutions

#### **Aspen Strategy Group (Emily Lawrence)**

- Picks one topic for the year as driving focus
- Convenes decisionmakers in public and private (off-the-record) forums to address foreign policy challenges
- Annual Summer Workshop

- Annual Aspen Security Forum
- Track II dialogues (“backchannel diplomacy”)
- Rising Leaders Program for Young Professionals
  - Early- to mid-career participants
  - Executive leadership seminars
  - Virtual sessions with prominent national security leaders (e.g. Condoleezza Rice)
  - Track II dialogues

### **Global Programs/Aspen Network of Development Entrepreneurs (ANDE) (Kyle Newell, MBA MPP)**

- ANDE – focuses on Global South entrepreneurs and business development
- Geographic areas of focus: South America, West Africa, East Africa, South Africa, India, South Asia
- Leverages business skills to address poverty
  - Investment in social areas of business development
  - Expanding access for entrepreneurs to markets, labor markets, logistical networks, and other entrepreneurs
  - Connect small businesses to an “ecosystem of support”
- ANDE acts as a regranter (i.e., receives funding from USAID, for example, and regrants this to smaller players in the Global South while providing oversight)
- Works particularly with small but growing enterprises in the Global South
- Action Labs – “addressing tangible problems”
  - Creating programming to address a specific issue in business development
  - For example, addressing gender equality via small and growing businesses
- Advocacy work
  - Elevate policy issues to heighten political leader awareness
  - Example: Startup Act – Legislation to encourage the viability and support of startup companies.

### **Hiring Information:**

#### Full Time:

- Needed skillset for position defined by each program. Numerous departments and program areas.
- Emphasis on public spiritedness, openness, and ability to work within a complex institution

#### Internships:

- Both remote and hybrid internships available in DC in various departments
- Brent Scowcroft Award Fellowship (Aspen Strategy Group)
  - Paid, temporary, full time

#### Colorado Summer Internships:

- Departments with internships available:



- Office of Institutional Advancement, Administration, Information Technology, Community Programs, Conference Services, and Public Programs
- Application Timeline:
  - Applications open: January 3, 2022
  - Application Deadline: January 31, 2022
  - Interview Dates: February 1 – 28, 2022
  - Employment Notification: March 16, 2022
  - Position Start Date: May 31, 2022
  - Position End Date: Mid to Late August 2022
  - Hours per Week: 40+ (overtime will be paid as applicable)
- Eligibility:
  - U.S. work authorization
  - Current student or recent graduate

**Additional information:**

Arts Program:

- Aspen Institute has focused, in some capacity, on the Arts since its founding
- Art seen as an important aspect of culture and thought, artists are important cultural leaders.
- Artist in residence program
- Art is utilized in various programs
- Recent pandemic-related art program