

WALTER ROBERTS ENDOWMENT INTERNSHIP GRANTS 2020

Thanks to the generous support of the Walter Roberts Endowment (WRE), the Institute for Public Diplomacy and Global Communications (IPDGC) at the George Washington University is offering five (5) grants of up to \$3,000 each to promising GWU students (graduate and undergraduate) to undertake internships related to public diplomacy during the summer of 2020.

Understanding that many students face challenges this summer due to the COVID-19 pandemic and may have lost internship opportunities or funding, the Walter Roberts Endowment through the IPDGC, will fund two types of Public Diplomacy internships: 1) two internships hosted by the IPDGC (described below); or 2) internships identified by WRE or student applicants. This second category includes an internship from Global Ties and may include subsequent WRE partner offers, student obtained or identified unpaid internships in need of funding.

All internships should support Public Diplomacy (PD) activities or knowledge about PD, which may be defined as the effort of state and non-state actors to engage, influence, and interact with foreign publics to support the actor's policy goals and objectives.

Examples of internships:

- a. Work with an embassy or cultural center to design an Arts exchange program/event in theater, music, film, or other arts that culminates in performance or exhibit.
- b. Produce a video for use on Facebook or television which builds public support for a particular program of an NGO or embassy, international organization, etc.
- c. Work with an international foundation to develop an audience analysis with key performance measures that would change foreign audience behaviors toward a policy goal in a foreign country.

Specific internships for applications:

IPDGC internship positions for Summer 2020:

A. Research Assistant for IPDGC

The research assistant will assist the PD Fellow in various activities to develop new course materials for the Public Diplomacy course (SMPA 3350).

Responsibilities:

- 1) Conduct research for materials relevant to PD coursework.
- 2) Maintain a repository of PD reading materials
- 3) Develop an annotated bibliography for distribution to enrolled students
- 4) Assist with administrative needs as required

Knowledge of Microsoft Office suite (Word, PPT) and Blackboard will be useful. The incumbent will work with the PD Fellow for supervision and guidance.

B. Assistant show-runner (communications) for PDx podcast

The assistant showrunner will work on different tasks to produce material for IPDGC's Public Diplomacy Examined podcast.

Responsibilities:

- 1) Assist with podcast planning – booking interviews, production, and publishing schedule
- 2) Developing and conducting interviews

- 3) Work on editing and production of podcasts
- 4) Promotion of podcasts
- 5) Assist with other administrative needs

Knowledge of Soundcloud, marketing apps for podcasts, Adobe Audition will be useful.

Flexibility, creativity, and the ability to meet deadlines are desired. The position will work with the IPDGC Program Coordinator for supervision and guidance.

Global Ties U.S. Events Internship (Summer 2020)

Overview

The Events intern works with the Events & Education team on all aspects of event planning and implementation, including, but not limited to, our webinars, online courses, and our signature annual National Meeting and Diplomacy Begins Here Regional Summits. In the Summer of 2020, we will put a strong emphasis on developing online content and virtual sessions. The Events intern may also work with other staff members on tasks falling outside of the regular internship scope of work.

In an effort to strengthen the internship experience, we are looking for candidates who can commit to a full academic year during the Fall and Spring semesters; however, this is not a requirement. Summer and Spring interns are required to work a minimum of 24 hours (3 full days) per week, with preference given to candidates available to work 32 hours (4 full days). Fall interns are required to work 32 hours per week. Some flexibility may be given to the start and end dates.

Qualifications

- Experience in creating and running events is preferred. Examples of tasks include but are not limited to: assisting in development of sessions; assisting with event registration and processing; assist in writing and editing marketing and program materials; providing customer service to speakers and presenters; and overseeing the team's general inquiry email inbox.
- Interest in online course development assistance (e.g. test courses, line edit scripts, develop quizzes/activities)
- Strong writing, editing, communication, and organizational skills
- Experience in events logistics and using Cvent is preferred. However, consideration will be given to candidates with a willingness to quickly learn the events platform and related tasks.
- Quick learner with ability to work under minimal supervision
- Detail oriented with the ability to multitask and prioritize assignments
- Professional demeanor and the ability to perform duties in fast-paced environment
- Flexibility and willingness to work beyond the parameters of a job description
- Experience with MS Office (Word and Excel); additional experience in other platforms related to course/curriculum development a plus
- Background and interest in public diplomacy, nonprofit leadership, or international education and exchange preferred

Walter Roberts Internship Grant Application

Eligibility

Undergraduate and graduate students must be enrolled full time or graduating May 2020 at the George Washington University. Applications must include the following:

- a. A cover letter with biodata (major, student status, goals, skills), a description of the type of internship funding sought by the student: (IPDGC internships, funding for internship being sought by student or from a WRE partner); and how the internship relates to public diplomacy and why the student is interested in public diplomacy.
- b. If the student already has identified an unpaid internship offer, proof of internship should be provided.
- c. An unofficial transcript obtained from Colonial Central
- d. The name and contact information for a GWU faculty reference

Deadline for submission of application: Wednesday, May 13, 2020 by 5 p.m. ET

Send applications (or inquiries) to ipdgc@gwu.edu

Award Decision Announcement: Wednesday, May 20, 2020.

Payments: The grants of up to \$3000 will be paid out over a three-month period at \$1000/ month based on an average 10-15 hour workweek. Supervisors or institutions should provide verification to IPDGC of work as it proceeds.

Follow Up Requirement

Grantees must submit an internship summary of activities, accomplishments and lessons learned within one month of completion of the internship and present their findings at a round table discussion (virtual if necessary) during the following academic year.