



## About AAU

Founded in 1900, the Association of American Universities is composed of America's leading research universities. The major activities of the association are federal government relations, policy and public opinion research, and public affairs - all devoted to maintaining a strong federal investment in university-based research and education.

## Internship Overview

AAU invites applications for its paid, part-time, seasonal, in-person internship program in Washington, D.C, available for the fall, spring, or summer semester of the upcoming academic year. Interns at AAU will work on issues that advance its members' educational mission of teaching, research, and service. This opportunity will provide a solid understanding of AAU and help interns gain practical and real-world work experience in Washington, D.C.

Primary activities/responsibilities during this internship may include some of the following:

- Attending and reporting on congressional hearings and meetings in the higher education community.
- Tracking legislation and congressional committee hearing schedules.
- Drafting congressional correspondence, briefing papers, and other written materials and analysis.
- Shadowing AAU staff in their daily activities and assisting them as appropriate, to gain exposure to Congress, other higher education and scientific associations, university government relations representatives, the executive branch, and federal agencies.
- Assisting AAU's public opinion project in all aspects of the research process, from questionnaire design to analysis, data visualization, and presentation of results.
- Contributing to one of the many higher education research projects currently ongoing at AAU by writing memos, compiling reports, and analyzing data.

## Duration and Schedule

Internships typically last 3 months with a part-time schedule of 7 hours a day, 4 days a week (maximum of 28 hours per week). Where possible, scheduling can be flexible to accommodate candidates' needs and academic commitments.

Internship periods are as follows:

| Semester | Recruitment Begins | Start Month | End Month |
|----------|--------------------|-------------|-----------|
| Fall     | May                | September   | December  |
| Spring   | October            | January     | April     |
| Summer   | February           | May         | August    |

## Compensation

Interns will receive an hourly wage of \$17.95. Because this is a temporary, seasonal position, it is not eligible for association benefits or paid leave. However, AAU will cover up to \$50/month of IRS-approved commuting expenses per the association's policy.

## Eligibility Requirements

- Applicants must be currently enrolled at an accredited college or university for the duration of the internship, with preference given to students enrolled at an AAU member university. [Our Members | Association of American Universities \(AAU\)](#)
- Applicants must be authorization to work in the U.S., or international students with a visa status sponsored by their college or university for the duration of the internship.
- Applicants must be able to work from our Washington, D.C. office for the duration of the internship.

## Ideal Qualifications

- Experience working with Microsoft 365 and a proven ability to learn new technologies.
- The ability to succeed in a dynamic, fast-paced environment while collaborating effectively with colleagues of varied backgrounds and interests.
- Strong time-management and organizational skills.
- Intellectual curiosity, a proactive mindset, and critical-thinking skills.

## How to Apply

All applications must be submitted via our application portal at <https://aau.isolvedhire.com/jobs/> in advance of the following deadlines to be considered. AAU will commence candidate outreach a month prior to the application deadline.

- June 15 - Fall semester application deadline.
- November 1 - Spring Semester application deadline.
- March 1 - Summer Semester application deadline.

Complete applications include the semester you are applying for, a resume, a brief explanation of your interest in the internship, and if you're applying through a formal program, any program requirements. Only complete applications will be considered.

For additional information, contact us at [internship@aau.edu](mailto:internship@aau.edu).

AAU is an Equal Opportunity Employer. We make all employment decisions without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

AAU complies with the ADA Amendments Act (ADAAA). If you have a disability and would like to request accommodation to apply for an internship with AAU, please call 202.898.7841 or email [Sean.King@aau.edu](mailto:Sean.King@aau.edu).