

## **Emerging Technology Institute – Research Intern**

NDIA ETI is a non-partisan institute focused on technologies that are critical to the future of national defense. ETI has been established to provide research and analyses, as well as to convene open discussion and engage with national leaders, to inform the development and integration of emerging technologies into the defense industrial base.

Through NDIA ETI’s summer internship program, rising undergraduate seniors and current graduate students can explore the world of research in support of critical national security issues. Our programs offer students hands-on experience under the guidance of senior research staff and mentors. Whether working on a stand-alone project or part a larger project, students engage in multiple stages of the analytic process, from framing an issue to communicating results.

The ETI internship will last from May 23rd until August 3<sup>rd</sup> with the intern working 20-30 hours per week. To apply, please email your resume, cover letter, and a writing sample with the subject line “ETI Research Intern” to Charlie Hickman at [chickman@NDIA.org](mailto:chickman@NDIA.org) by April 1<sup>st</sup>, 2022.

### **Key Responsibilities:**

- Support the preparation of ETI deliverables such as white papers, backgrounders, talking points
- Monitor and research key issue areas, attend local and virtual events, and prepare summary reports for team
- Work closely with Research Fellows team to develop findings and recommendations
- Represent NDIA ETI at internal and external events
- Interact with top industry and government officials from Department of Defense, research laboratories, and defense contractors
- Have the opportunity to write an article for the ETI column in National Defense Magazine

### **Qualified applicants will:**

- Be a rising undergraduate senior recent graduate pursuing a master’s degree, or graduate student, with preference given to those in STEM fields and technology policy.
- Have exceptional writing, communication, and critical thinking skills
- Desire to work hard and learn a lot in a compressed period
- Be self-motivated and ambitious
- Be willing to work from the office in Arlington, VA, 2 or more days per week

### **Benefits:**

- Compensated bi-weekly at a rate of \$1,000
- Monthly transportation stipend of \$140
- Interns will enjoy three paid holidays: Memorial Day, Juneteenth (observed June 20<sup>th</sup>), and July 4<sup>th</sup>
- Access to NDIA’s Employee Assistance Program
- Access to NDIA’s Benefit Hub— a market discount site

**ADA SPECIFICATIONS** (Physical demands that must be met to successfully complete the essential functions of the job list items such as unusual work schedule, occupational risk, travel required, physical effort, environment and demands that must be met to perform the essential functions of the job.)

This position is primarily sedentary in the Arlington, Virginia office. The position may require some bending and lifting.

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The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.