



GEORGE H. W. BUSH FOUNDATION  
FOR U.S.-CHINA RELATIONS

乔治布什美中关系基金会

## RESEARCH INTERN JOB DESCRIPTION

The George H. W. Bush Foundation for U.S.-China Relations is the only presidentially named organization in the United States focused on the bilateral relationship between the United States and China. The Foundation seeks to advance U.S.-China relations in ways that reflect the ethos, spirit and values of President George H. W. Bush. Through an active, wide-ranging and highly innovative program of activities, the Bush China Foundation promotes the late president's life-long view that the U.S.-China relationship is the most consequential bilateral relationship in the world and that a constructive relationship between the two countries serves a vital interest of the United States, as well as the interests of China and the entire global community.

The Bush China Foundation internship program provides talented students interested in a career in international affairs with an unpaid training opportunity designed to encourage professional and personal development. As part of the on-the-job training process, interns will work closely with program directors to provide critical research and analysis that will directly inform the development and implementation of Foundation programs.

### RESPONSIBILITIES

- Prepare weekly email briefs of key developments in U.S.-China affairs.
- Research a range of topics critical to the U.S.-China relationship to help determine areas where the Foundation can contribute. Select issues may include the Phase One trade deal; business, trade and investment relations at the sub-national level; energy trading; Asia-Pacific security, including specifically maritime issues and the Korean peninsula; global public health, including disease preparedness, aging care, healthcare reform; the economic-security nexus; the rhetoric around U.S.-China relations; science diplomacy; and others.
- Synthesize, analyze and summarize the perspectives of U.S. and Chinese experts on selected issues, such as those listed above, to help determine key issue areas where the Foundation can contribute.
- Undertake optional, independent research projects under the guidance of program directors, if desired.
- Other duties as directed.

## QUALIFICATIONS AND EXPERIENCE

- Student enrolled in an undergraduate or graduate degree program or a recent graduate who graduated within the past year.
- Background and/or interest in international affairs or Asian studies.
- Strong research and writing skills.
- Excellent oral and written communication skills in the English language. Proficiency in Chinese desirable.
- Ability to multi-task and work independently. Highly organized and detail-oriented.
- Proficiency in MS or G suites and desk-research savvy.
- Highly motivated individual interested in contributing and succeeding in a non-profit, fast-paced start-up environment.

## APPLICATION REQUIREMENTS

- Applications for the internship program are accepted on a rolling basis.
- Start and end dates are flexible, with a minimum 2 weeks internship period.
- Research interns are expected to work at least 10 hours a week remotely.
- Research interns must have access to a computer and reliable internet.
- To apply, please send cover letter and resume to Ms. Zoe Leung at [zleung@bushchinafoundation.org](mailto:zleung@bushchinafoundation.org).