



National Internship Program

Sample Federal Internships in Humanities & Social Science

Desired Majors: Political Science and Government, Psychology, Public Policy

Posted by: Substance Abuse and Mental Health Services Administration- Office of Policy, Planning and Innovation; Our Division is searching for an intern who has analytical abilities with knowledge and experience of Microsoft Excel and Word along with good written communication skills. Intern Duties: Analysis of pension databases containing approximately 500,000 records and building charts and/or graphs to show trends in the data. Analysis also includes studies of costs incurred by pension plans that could result in either model practices or identification of high cost plans. Other assignments could include review of pension plan financial statements, analysis of cash flow statements and testing of benefit calculations using Microsoft Excel.

Desired Majors: Library Science, English, History

Posted by: Library of Congress: The intern will organize and inventory the Publishing Office's archive of works published by the Library of Congress. The office has several title lists and inventories that need to be consolidated, updated, and transferred to Excel or Access, with the long term goal of creating a database of all titles. Duplicate copies of titles within the archive need to be identified, culled, and distributed to records management, the Library of Congress archives, or the surplus book program. The intern will also have the opportunity to participate in staff meetings and observe the Publishing Office workflow. Consolidate and organize office archives and the distribution of duplicate copies to other entities as appropriate.

Desired Majors: Political Science and Government, Peace Studies and Conflict Resolution, International Relations and Affairs

Posted by: US Agency for International Development: The intern will perform a variety of both complex and routine administrative tasks that are critical to the functioning Power Africa. They will support with researching and summarizing information contained in files, reporting back on meetings, and providing input on special projects.

Desired Majors: Political Science and Government, Pre-Law, Public Policy

*Posted by: Federal Reserve Board-*Intern will monitor and summarize congressional hearings and floor proceedings. Track and summarize legislation. Assist in the preparation of congressional biographies and background materials and assist with general research. Review outgoing congressional correspondence for editorial accuracy and ensures correspondence is prepared in accordance with the board's procedure. Processes and tracks congressional correspondence addressed to the assistant of the board.

Desired Majors: Social Work, Political Science and Government, Criminal Justice, Legal Studies

Posted by: Court Services and Offender Supervision Agency: This position effectively utilizes qualitative and quantitative analysis techniques and methodology. Conducts studies and special projects as directed using applicable program analysis concepts,

Sample Federal Internships, Continued

principles and practices. Interprets and explains statistical information to management officials and others as required. Accurately identifies rules, principles, or relationships that explain facts, data or other information. Analyzes information and make correct inferences or draws accurate conclusions. Identifies problems, determines accuracy and relevance of information, uses sound judgement to generate and evaluate alternatives.

Desired Majors: History, International Relations and Affairs, Library Science, Information Science

Posted by: Library of Congress- Congressional Research Service: The intern will organize digital files; provide reference and research services; search for bills, laws, hearings, treaties, and news articles and, use LIS and subscription databases. In addition, the intern will prepare finding aids, directories, background reports and related written reference products. The intern should have knowledge of conducting and providing reference, research and information management.