

Perth USAsia Centre – Intern (Research) Position Description

Job title	Intern (Research)
Reports to	Director of Research

About the Perth USAsia Centre

The Perth USAsia Centre located at The University of Western Australia is a non-partisan, not-for-profit institution strengthening relationships and strategic thinking between Australia, the Indo-Pacific and the USA. The Centre is a leading think tank focusing on geo-political issues, policy development and building a strategic affairs community across government, business and academia. Since the Centre's inception, it has collaborated with over thirty partners to convene more than 400 events across eleven cities in seven countries, engaging a world class community network of more than 4,500 strategic thinkers and leaders.

About the role

We are looking for an Intern (Research) to assist the Centre's research and publication efforts focusing on Australia, the United States and the Indo-Pacific. The Intern (Research) will work closely under the Director of Research and will collaborate with and contribute to the efforts of the research team through qualitative and quantitative research, writing and editing.

The Intern (Research) will gain significant experience in one of Australia's leading think-tanks, and will benefit from direct exposure to leading national and international research experts. The responsibilities will include:

- Collect data, conduct literature reviews, and undertake analysis on issues of significance in the international relations of the Indo-Pacific
- Contribute to the work of a team in designing and executing research projects
- Independently devise, design and author 800-1000 words articles under tight deadlines
- Edit research reports for publication aimed at a diversity of national and international audiences
- Represent the Perth USAsia Centre at dialogues and events, and compose summaries that capture key messages and themes
- Support ad hoc tasks required by the Research team

Selection Criteria

Essential

- Demonstrated proficiency in research, writing and analysis
- Excellent critical thinking skills
- Eagerness to take initiative on new ideas and projects
- Ability to meet deadlines and multi-task a diverse array of tasks
- Demonstrated capacity to work independently and flexibly in a small team

Desirable

- Familiarity with think-tank and/or engagement-focused organisations
- Previous experience researching and writing on international relations

How to apply

To apply for the internship:

- Submit a copy of:
 - Your resume
 - A cover letter addressing the selection criteria
 - A sample of your written work (optional)
 - Email your application to internship@perthusasia.edu.au using subject line 'Research Internship'