

Perth USAsia Centre – Intern Position Description Semester Two 2021

Position Title	Intern (Canberra-based)
Supervisor	Senior Policy Fellow

About the Perth USAsia Centre

The Perth USAsia Centre, located at The University of Western Australia, is a nonpartisan, 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 geopolitical issues, policy development and building a strategic affairs community across government, business and academia. Since the Centre's inception in 2013, the Centre has collaborated with over thirty partners to convene more than four hundred events across sixteen cities in eight countries, engaging a world class community network of more than 6,500 strategic thinkers and leaders.

About the Position

The Intern will assist the Perth USAsia Centre advance its research, analysis, publication and stakeholder engagement initiatives focusing on Western Australia and Australia's economic and strategic relationships in the Indo-Pacific region. The Intern will, under supervision from the Research Team, undertake a variety of research tasks to contribute to and gain experience from the Centre's research, policy development and advocacy engagements. This position is Canberra-based and requires flexibility around working days. Responsibilities include:

- Collect data, review policy documents, undertake analysis and produce findings
- Independently devise, design and author 800-1000 word articles under tight deadlines
- Edit research reports for publication, aimed at a diversity of topic-expert and broader national and international audiences
- Accompany the Senior Policy Fellow to meetings, 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 and analysis
- Excellent critical thinking skills
- Excellent writing skills
- Eagerness to take initiative on projects and willingness to express new ideas
- 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 research, public policy and/or international engagement organisations