



U.S. Election Assistance Commission  
1225 New York Avenue, NW, Suite 1100  
Washington, D.C. 20005

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**EAC Research Legal Intern**  
**\$15 - \$20/hour**  
**(Part-Time)**

The U.S. Election Assistance Commission seeks a part-time intern to work with EAC research staff on a variety of contracting, administrative and policy matters. Under the direct supervision of the EAC's Research Director and in consultation with the EAC's legal department the intern will assist with drafting and processing various research-related documents including:

- Developing Statements of Work for various EAC research Requests for Proposals;
- Developing materials related to research contract modifications;
- Assisting with processes related to insuring research contract compliance;
- Updating, on a monthly basis, EAC's electronic research contracts filing system.

**Additional tasks and activities to be undertaken include:**

- Assisting with creating and delivering EAC research updates to the EAC Commissioners;
- Assisting the Research Director with monitoring each EAC research contract for contract compliance, including "flagging" potential challenges and problems;
- Assisting with meeting preparation related to EAC research contracts, EAC research working groups and/or committee meetings;
- Assisting the EAC Research Director with the final production and distribution of various EAC research study reports.

**QUALIFICATION REQUIREMENTS**

At a minimum, the intern will have completed one year of law school and have a background and or interest in elections. The intern is expected to work a minimum of 15 hours per week for the period of September - December 31, 2007. This is a paid internship.

Successful candidates will possess strong research, writing, and oral communication skills; be organized, detail-oriented, and self motivated; and demonstrate a willingness to be diplomatic, flexible and creative in addressing challenges. Candidates must be a U.S. citizen to qualify for this position.

**COMPENSATION**

\$15.00 - \$20.00/hour, depending on educational and work experience.

**HOW TO APPLY**

Interested candidates must submit their resume with a cover letter and references by September 14, 2007. Please send application materials to (e-mail is preferred):

**Sheila Banks**  
**U.S. Election Assistance Commission**  
**1225 New York Avenue, N.W., Suite 1100**  
**Washington, DC 20005**  
**[sbanks@eac.gov](mailto:sbanks@eac.gov)**