

Summer Research Internship

Agency:

U.S. Election Assistance Commission (<http://www.eac.gov>)

Department:

Research

Salary Range:

\$15.00- \$20.00 hourly

Open Application Period:

March 23, 2009 to April 24, 2009

Position Information:

Temporary, not to exceed 6 months. Start in May or June.

Employment is part-time (20 hours/week) for 12 weeks.

The intern must be available for the duration of the summer (May-August).

Duty Location:

1 vacancy - Washington, DC

Who May Be Considered:

Must be going into the senior year of college or be a student in graduate school.

Major Duties:

(The duties described reflect the full performance level of this position)

The EAC is an independent commission created by the Help America Vote Act (HAVA) of 2002. The EAC serves as a national clearinghouse and resource of information regarding election administration. It is charged with administering payments to states and developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and accrediting voting system test laboratories and certifying voting equipment. It is also charged with developing and maintaining a national mail voter registration form. The three EAC commissioners are Gineen Beach, chair; Gracia Hillman, vice chair; and Donetta Davidson.

The position resides in the Research Department. The Research Department is responsible for executing certain HAVA-mandated studies. Current studies underway include the biannual Election Administration and Voting Survey, biannual UOCAVA report, biannual NVRA report, Free or Reduced Absentee Postage study, the Use of the Social Security Administration's Database for determining Voter Eligibility study, Vote Count and Recount Procedures study, and Urban and Rural Election Administration study. Further, the Research Department is also responsible for preparing documents and materials for posting on EAC's website.

The intern will assist Research Department staff, including the Deputy Research Director and Research Specialist, on all matters assigned. The intern will conduct background research through a variety of methods including library searches of hardcopy materials and online searches for relevant material. The intern examines and compiles research to aid the Deputy Research Director and the Research Specialist in their tasks. For the duration of the internship,

specific project tasks will include assisting staff in preparing research reports and white papers; assisting with the production of presentation materials related to the major projects such as the 2008 Election Administration and Voting Survey; performing background research related to urban and rural election issues; and assisting the Deputy Research Director and Research Specialist with research on various special election topics. The intern will also be responsible for preparing annotated bibliographies on elections and election administration research found in hardcopy and online sources. Work assignments will provide opportunities to further develop research and writing skills.

The intern will work under the supervision of the Deputy Research Director.

Qualifications:

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform research.

Knowledge and interest in voting and elections.

Ability to communicate in writing.

Ability to communicate orally.

Skill in interpreting and applying guidelines, policies, and procedures.

Ability to meet and deal with others.

How You Will Be Evaluated:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position, which shows that you possess the knowledge, skills, and abilities required. Paid or unpaid experience will be considered.

How To Apply:

Applications for this position are being received by the EAC Research Department through e-mail. Please no calls. To obtain information about this internship and TO APPLY, please send a cover letter, résumé, and contact information for three references (application package) to KLynnDyson@eac.gov. In the subject line of the email, write "Summer Internship."

Applications submitted by postal mail delivery will not be accepted.

Applicants must submit a complete application package that is received by the closing date of this announcement to be considered.

The U.S. Election Assistance Commission is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, religion, sex, color, age, national origin, or disability.

This commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

Applicants must be U.S. citizens or must be authorized to work in the United States.

What To Expect Next:

The EAC Research Department will evaluate all applicants at the conclusion of the open application period. Only those applicants selected for an interview will be notified.