

## BROOKINGS INTERNSHIP PROGRAM

### OVERVIEW

The Brookings Internship Program is an opportunity for degree-seeking students to engage in career exploration and development, as well as a chance to learn new skills. The mission of the Internship Program is to provide a pre-professional, meaningful and practical work experience related to the student's field of study or career interest. Internships may be within a Brookings research program (e.g., Governance Studies, Global Economy and Development, Brookings Metro, Economic Studies, or Foreign Policy) or one of Brookings's central business units (e.g., Human Resources, Executive Office, Finance, Development, Facilities, Communications). The type of work varies by intern position, and may include projects related to research, administrative tasks, communications, and more.

Interns are embedded within the day-to-day work at Brookings and alongside the curated learning experiences for the intern cohort, they are encouraged to partake in internal and external events, local networking opportunities, social and community programming, staff professional development, and may join employee-led professional networks and affinity groups during their internship. When available, all open internships can be found [here](#).

### INTERNSHIPS AT A GLANCE

All Brookings interns are paid, either by Brookings or via external partnership<sup>1</sup> coordinated in advance of their start. The typical internship lasts 12 weeks and can be **hybrid** (located in the DC Metropolitan area; requiring at least one day in office based on research program's or business unit's schedule) or **remote**. Interns are required to be physically located in the U.S. for the duration of the internship.

**NOTE:** Remote interns may **NOT** work from the following states: Alaska, California, Colorado, Hawaii, Illinois, Maine, Michigan, Oregon, Rhode Island, and Washington.

The most up-to-date information on internship application launch and deadlines, selection dates, and cohort start, and end dates can be found on the Internships page of the Brookings website. The **approximate timelines** are below:

| COHORT | RECRUITMENT BEGINS | COHORT START | COHORT END |
|--------|--------------------|--------------|------------|
| Summer | January            | June         | August     |
| Fall   | May                | September    | December   |
| Spring | September          | January      | April      |

### ELIGIBILITY

Brookings internships are open to:

- Current undergraduate and graduate students
- Individuals of any background and level of experience

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<sup>1</sup> Colleges, universities, and organizations interested in providing funding through external partnerships should send an email to [internships@brookings.edu](mailto:internships@brookings.edu).

- International students who have a visa status sponsored by their college or university, or are authorized to work in the U.S.

**NOTE:** To allow as many students as possible the opportunity to intern at Brookings, current or previous interns are not eligible to intern again.

### APPLICATION & SELECTION PROCESS

All applications must be received in advance of the posted deadline to be considered. Applications are not accepted until the internship is posted online. Complete applications include:

- ✓ Cover letter
- ✓ Resume
- ✓ Transcript (official or unofficial)
- ✓ *If required in the position description:* Writing sample

All applicants receive a confirmation email once a complete application is received. In instances where applications are incomplete, applicants are notified via email and are instructed to log back into their Candidate Profile in Brookings's Applicant Tracking System, iCIMS, to complete and resubmit their application.

If selected as an internship finalist, individuals must provide:

- ✓ Contact information for two (2) references OR two (2) letters of recommendation
- ✓ *If the internship is through an external partnership:* Written documentation of eligibility (*i.e.*, letter from the university or organization confirming such with the amount of external funding provided).

**EQUAL-OPPORTUNITY EMPLOYER:** It is Brookings policy to provide equal employment opportunity for all of its employees and applicants without regard to their actual or perceived race, color, religion, sex, age, disability, national origin, ancestry, sexual orientation, marital status, personal appearance, citizenship status, family responsibilities, gender identity or expression, genetic information, matriculation, political affiliation, veteran status, or any other prohibited basis of discrimination as required by law.