



**Employer Name:** American Enterprise Institute  
**Position Title:** Staff/Research Assistant  
**Location:** Washington, District of Columbia, United States  
**Industry:** Research

### **Job Description**

The American Enterprise Institute for Public Policy Research (AEI) is seeking Staff and Research Assistants for employment beginning summer 2019. Employment opportunities consist of research assistant positions in the three program areas: economic policy studies, foreign and defense policy studies, and social and political studies. In addition, staff vacancies also occur in our development, conferences, human resources, public affairs, and communication departments. Staff positions provide opportunities to work with some of America's most renowned scholars, economists, legal scholars, political scientists, and foreign policy specialists doing research on current public policy issues.

AEI is dedicated to preserving and strengthening the foundations of freedom—government, private enterprise, vital cultural and political institutions, and a strong foreign policy and national defense—through scholarly research, open debate, and publications. Located in Washington, D.C., AEI is one of America's largest and most respected non-partisan "think tanks."

AEI research covers economics and trade; social welfare; government tax, spending, regulatory, and legal policies; U.S. politics; international affairs; and U.S. defense and foreign policies. The Institute publishes dozens of books and hundreds of articles and reports each year. AEI publications are distributed widely to government officials and legislators, business executives, journalists, and academics; its conferences, seminars, and lectures are regularly covered by national television.

In the early spring, specific summer 2019 vacancies will be posted as individual listings, so please also submit application materials for any of these positions in order to be formally considered. To be considered for a general staff/research assistant position starting summer 2019 please apply online at [www.aei.org/jobs](http://www.aei.org/jobs)

Please submit a resume, cover letter, academic transcript (unofficial are acceptable), and a short writing sample (5 pages or less).

In addition to applying through Handshake, please apply online at: <https://www.aei.org/jobs>.

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Positions require excellent organizational, research, writing, and computer skills, as well as the ability to multi-task. An interest in public policy is essential.

Competitive candidates will generally possess a 3.6 GPA from a top ranking college or university.

Responsibilities include researching, writing, editing, event planning, and administrative work.

Most academic department positions support more than one scholar, but are usually grouped by a general topic—healthcare, foreign policy, etc.

**Duration:** Permanent

**Job Function:** Research, Writing/Editing

**Employer Description:** The American Enterprise Institute is a community of scholars and supporters committed to expanding liberty, increasing individual opportunity and strengthening free enterprise. AEI pursues these unchanging ideals through independent thinking, open debate, reasoned argument, facts and the highest standards of research and exposition. Without regard for politics or prevailing fashion, we dedicate our work to a more prosperous, safer and more democratic nation and world.

AEI is a private, nonpartisan, not-for-profit institution dedicated to research and education on issues of government, politics, economics and social welfare. AEI's purpose is to serve leaders and the public through research and education on the most important issues of the day. AEI research is conducted through seven primary research divisions: Economics, Foreign and Defense Policy, Politics and Public Opinion, Education, Health, Energy and the Environment and Society and Culture.

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required, but the employer is accepting OPT/CPT candidates