

Careers

Internship program

Summary

Title
Internship

Deadline
1 Aug
1 Jan
15 Mar

Contact
info@lcps-lebanon.org

Eligibility

The Lebanese Center for Policy Studies (LCPS) welcomes applications from undergraduates and recent graduates for full-time and part-time internships, for periods ranging from 2 to 6 months. LCPS accepts interns with superior writing, organizing, computer, and foreign language skills.

The LCPS scope of work includes

- Agriculture, Industry and Trade
- Consociationalism and Sectarianism
- Decentralization
- Development and Growth
- Fiscal and Budget
- Judiciary
- Petroleum, Electricity and Environment
- Political Representation
- Political Parties
- Public Administration
- Social Issues

Tasks and Activities

Accepted applicants will be placed in the appropriate department depending on the applicant's skills and qualifications and the needs of the LCPS programs. Tasks are assigned by the individual project directors and will vary according to projects and program needs. Please note that both research and administrative assistance are expected.

Internships are available in the following areas

- 1 Research** Interns participate in all activities of prospect research, including data collection, field research, translation, preparation of summary reports, and examination of primary and secondary sources.
- 2 Public Events** Interns help plan and administer LCPS lectures, conferences, workshops, and outreach materials. Activities may include preparation of correspondence and reports, media follow-up, and answer inquiries on LCPS public activities.
- 3 Publications and Documentation** Interns monitor local newspapers for relevant information, draft annotations of related books and studies, compile bibliographies, assist in the editing and proofreading of LCPS publications, follow up with printing and publishing houses, and participate in the maintenance of LCPS databases.

Compensation

LCPS is unable to offer monetary compensation to interns. Interns are encouraged to explore with their institutions the possibility of receiving university credit for their work at LCPS. Upon request, interns may receive a letter of recommendation detailing their performance and activities during their stay at the Center.

Insurance

All interns are required to secure medical insurance at their own expense during their stay at LCPS.

Accommodation

LCPS will help foreign interns to secure lodging during their stay in Lebanon. All related expenses however remain the responsibility of the interns.

Applications

Internships are available throughout the year and correspond with the fall, spring, and summer academic semesters. To apply for an internship, please fill in and send the application form along with

- Cover letter
- Current résumé
- Official college transcript
- Five- page writing sample
- Letter of recommendation

Contact information

Send the application with all supporting documents to:

The Lebanese Center for Policy Studies
Fax 00961 -1- 490375
Email info@lcps-lebanon.org

Deadlines

For receipt of applications

Fall Internship	August 1st 2012
Spring Internship	January 1st 2012
Summer Internships	March 15th 2012