

Peace Corps, Headquarters
The Center/ Field Assistance Division - Student Intern Positions

Statement of Work, fall 2008

Office Background:

- The Field Assistance Division (FAD) of The Center for Field Assistance and Applied Research is responsible for providing technical support to all Peace Corps programs worldwide. Sector Specialists provide this support both directly and virtually meeting both specific and general requests from the field.
- The FAD Specialists are highly trained professionals in their fields and are engaged in identifying trends in the sector that may be useful to the work of Peace Corps programs. The interns who have worked here in the past have found this to be a stimulating intellectual environment where they often do cutting edge work in international development and interact with a variety of development partners.
- Administrative Assistants will direct the work load of the interns to support about 15 Specialists in a variety of different programming and training sectors including: health, education, business, ag/environment, youth development, women and gender in development, ICT, language and cross-cultural training, etc.
- Fall internships are unpaid and positions are open in all sectors mentioned above; the interests of the applicants will be considered in placement.

Description of Intern Duties:

- Performs a variety of administrative duties as assigned; such as photocopying, faxing, collating reports, filing information, writing drafts, etc.
- Assists Specialists in specific sectors with research and materials development in support of programming and training.
- May work on specific projects of data input/analysis, writing, etc in accordance with skills and interest.

Required Qualifications:

- Undergraduate, Graduate, and Doctorial Students in majors that complement work in Specialist sector areas or in international development.
- Experience with office products (Microsoft Word, Excel, PowerPoint, etc.); excellent written, oral, and communication skills.
- Work hours between 15- 20 a week are preferred.
- Foreign Language skills preferred but not required.

To apply, send resumes via email to: kcroce@peacecorps.gov