

# The National Security Archive Fund, Inc.

The George Washington University  
Gelman Library, Suite 701  
2130 H Street, N.W.  
Washington, D.C. 20037

Phone: 202/994-7000  
Fax: 202/994-7005  
nsarchiv@gwu.edu  
www.nsarchive.org

## RESEARCH ASSISTANTSHIPS ON U.S. FOREIGN POLICY

An opportunity for graduate students to:

- \* Develop expertise in the workings of the policy process
- \* Deepen professional research skills
- \* Gain proficiency in the Freedom of Information Act
- \* Become expert at working with previously classified primary sources

**THE NATIONAL SECURITY ARCHIVE**, an independent, non-profit [research institute and library](#), regularly offers half-time research assistant positions to graduate students concentrating in history, international relations, foreign policy, and related fields.

**RESEARCH ASSISTANTSHIPS** are paid. Students generally work 20 hours per week. Research assistants are expected to stay at the Archive for a minimum of one semester, although longer may be preferred. The actual number and scheduling of hours depend upon the project. Academic credit may also be available. Applicants should contact the appropriate persons at their school if they wish to pursue either of these options. Applications are accepted from students at any point in their graduate or immediate post-graduate career.

**EACH RESEARCH ASSISTANT** is assigned to work with a staff analyst on a specific research project. Assignments depend on the project and its stage of development. They often include building detailed chronologies of events; conducting research at local archives; filing Freedom of Information Act (FOIA) requests and appeals; writing or editing postings for the Archive website; assisting with organization of conferences or other public events.

**QUALIFICATIONS:** Applicants should be enrolled in a graduate studies program with a focus in an area related to the project for which they are applying. They should have demonstrated research skills, strong writing abilities, and preferably experience working with government records. Organizational talents, a capacity to work independently, and overall reliability are highly valued.

**LOCATED** on the top floor of George Washington University's Gelman Library in the Foggy Bottom neighborhood of D.C. (a 10-minute walk from the State Department), the Archive is easily accessible by public transportation.

**TO APPLY:** Please send a cover letter specifying areas of interest and/or expertise, a

resume, short writing sample, and transcript (does not have to be official). One or two recommendations are optional, but often helpful.

Mail, fax, or e-mail your materials to:

By mail: Sue Bechtel  
The National Security Archive  
The George Washington University  
Gelman Library, Suite 701  
2130 H St. N.W.  
Washington, D.C. 20037

By fax: (202) 994-7005

By e-mail: [sbechtel@gwu.edu](mailto:sbechtel@gwu.edu)

**DEADLINES:** Application dates vary because openings depend on the particular project. If you have questions about availability and timing, please contact Sue Bechtel using the information above.

*Research assistantships are offered without regard to race, religion, national origin, age, gender, sexual preference, marital status or non-job related physical handicap.*