

INTERNSHIP POSITION DESCRIPTION

1. **POSITION TITLE:** Dean of Faculty and Academic Programs Research Intern

2. **DATES DESIRED:** Summer 2015

3. **GOALS OF THE INTERNSHIP:** The goal of this internship is to assist the Dean of Faculty and Academic Programs (Dean) in several areas of higher education to include: academic policy development, faculty development, curriculum analysis, assessment analysis, and faculty and student data analysis. Additionally the internship will require research, organization, management, and writing skills necessary to produce analytical reports, briefings, information papers, and other products. The research and products generated will be in response to both internal and external taskings. External taskings will be from a variety of sources including the Joint Staff, National Defense University, and other agencies.

4. **POSITION DESCRIPTION:** Research intern will review policy directives, regulations, instructions, self-studies, current journals, periodicals (primary and secondary source documents) in the course of conducting research and analysis. The intern will research materials that relate to various aspects of academic administration and higher education within the joint professional military education environment. The Dean will assign taskings, topics and issues for the intern to research and provide written analysis, summary, or abstract, as requested. Duties will also include assisting the Dean with a wide variety of additional tasks in the management and execution of academic administration responsibilities.

5. **APPLICANT SKILLS REQUIRED:** Graduate student

Major(s) desired: Higher Education, Management, and Business

Specific skills required: Research skills, ability to clearly and distinctly analyze complex information, experience with LexisNexis and other online research tools, writing skills, organization skills, meeting management skills, presentation skills for briefings

Other qualifications desired: Intermediate level experience with Microsoft Office (Word, Excel, PowerPoint) and SharePoint

6. **WORK HOURS:** 20 hours per week desired.

7. **OTHER PERTINENT INFORMATION:** **This is an unpaid position.** Intern in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume (mail or email) to the contact person indicated below by **15 June 2015**.

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511-1702

Contact Person: David Cave

Job Title: Intern Coordinator

E-mail address: caved@ndu.edu

Office Number: (757) 443-6218

INTERNSHIP POSITION DESCRIPTION

1. POSITION TITLE: Faculty and Staff Development Program, Research Intern

2. DATES DESIRED: Fall 2015

3. GOALS OF THE INTERNSHIP: The goal of this internship is to assist the Faculty and Staff Development Program Director in several areas of higher education to include: training and education programs for orientation and qualification of new faculty and staff members, in-service training and development of faculty and staff members, and professional development activities as they relate to the JFSC missions.

4. POSITION DESCRIPTION: Focus of this position is in two areas: (1) Research intern will research journals, periodicals, and internet resources related to the professional development interests of faculty and staff. Information gathered from the this research will be organized in a database of potential conferences, journals, book publishers, grants, and other scholarly opportunities that will enhance faculty and staff professional development opportunities. (2) Research intern will research materials relevant to adult education and the joint professional military education environment. Information gathered in this research will be used for orientation and in-service faculty development workshops focused on instructional methods, teaching skills and techniques, classroom management, and instructional systems design. The internship will require research, organization, management, and writing skills necessary to produce analytical summaries, presentations, information papers, and other products.

5. APPLICANT SKILLS REQUIRED: Graduate student

Major(s) desired: Adult Education, Education, Education Technology

Specific skills required: Research skills, ability to clearly and distinctly analyze complex information, excellent writing skills, organization skills, and presentation skills

Other qualifications desired: Intermediate level experience with Microsoft Office (Word, Excel, and PowerPoint)

6. WORK HOURS: 20 hours per week desired.

7. OTHER PERTINENT INFORMATION: **This is an unpaid position.** Intern in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume (mail or email) to the contact person indicated below by **15 Sept 2015**.

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511-1702

Contact Person: David Cave

Job Title: Intern Coordinator

E-mail address: caved@ndu.edu

Office Number: (757) 443-6218

INTERNSHIP POSITION DESCRIPTION

- 1. POSITION TITLE:** Geographic Information Systems Exercise Implementation Intern
- 2. DATES DESIRED:** Fall Semester 2015
- 3. GOALS OF THE INTERNSHIP:** Design, create, and implement geographic information system products into simulation instructional scenarios.
- 4. POSITION DESCRIPTION:**

Assist in designing, creating, and implementing geographic information system products into Joint Forces Staff College simulation instructional scenarios. This will include the use of ArcGIS, Google Earth, Google Map and other products and solutions, to replicate movement of military forces, mapping of natural disasters, creating demographic data and other scenario related events. Verify the products match the scenario and function correctly within the existing JFSC instructional network. Prepare geographic information system products for use in potential future simulation solutions. Conduct research and provide insight and assessments on design, and implementation of geographic information system solutions as they apply to the development, testing, and documentation of next generation wargaming and simulation suites. The intern needs to have keen attention to detail, initiative, and a desire to learn, as well as the ability to identify improvements to processes and techniques, internalize and apply new technologies to the project, communicate effectively with audiences of varied technical levels, and contribute to a positive and effective working environment.

- 5. APPLICANT SKILLS REQUIRED:** Graduate or Undergraduate GIS student.

Major(s) desired: Geography, Political Science, International Studies or Modeling and Simulation (major not required)

Specific skills required: Coursework or experience in geographic information systems, specifically ArcGIS.

Other qualifications desired: Familiarity with military orders of battle is desired, as well as intermediate level experience with Microsoft Office applications. Have a collaborative “can-do” nature. Experience with additional information technology is a plus.

- 6. WORK HOURS:** 15-20 hours per week at the mutual agreement of the intern and JFSC, willing to alter the schedule to fit the applicant if required.

7. OTHER PERTINENT INFORMATION: **This is an unpaid position.** Interns in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume to contact person below (mail, e-mail, or FAX) at the addresses provided below by 20 Sept 2015.

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511

Contact Person: David Cave

Job Title: Intern Coordinator

E-mail address: caved@ndu.edu

Office Number: 757- 443-6218

JAWS/EUROPEAN SECURITY INTERNSHIP POSITION DESCRIPTION

1. **POSITION TITLE:** Research Intern Curriculum Development

2. **DATES DESIRED: Fall Semester:** September-November 2015

3. **GOALS OF THE INTERNSHIP:** The goal of this internship is to assist in the development of resource materials for classes for the Joint Advanced Warfighting School. The internship involves research of current messages, articles, opinions, reports, books, and other published and electronic material to assist in the production of lessons and eventually faculty and student guides for strategy related instruction which is part of a program leading to an MS in Joint Campaign Planning. The individual will also assist in the research and development of material for the Joint Forces Staff College International Perspectives on Security and Strategy research seminar. Research will include review of scholarly documents, journals, reports, periodicals, and books covering strategy, cultural, geographical, economic, international organizations, and political, and military affairs around the world. Based on this research, faculty and students will have well-researched, current, and extensive lesson materials to support course objectives.

4. **POSITION DESCRIPTION:** Research intern will review books, current journals, periodicals (primary and secondary source documents) and current events information (printed and electronic media) as related to block(s) of instruction assigned. The intern will research materials and relate to U.S. National Security objectives and lesson objectives. The intern will also research topics related to NATO, European Union, and various European security or Transatlantic issues. Faculty will assign topics and issues for intern to research and provide written analysis, summary, or abstract, as requested. Duties will also include assisting lesson developers to develop, edit, proof read, and finalize course and classroom materials.

5. **APPLICANT SKILLS REQUIRED:** Graduate student.

Major(s) desired: Political Science or International Studies.

Specific skills required: Research skills, word processing skills, and ability to clearly and distinctly summarize the results of analyses.

Other qualifications desired: PowerPoint skills.

6. **WORK HOURS:** 20 hours per week desired.

7. **OTHER PERTINENT INFORMATION:** **This is an unpaid position.** Intern in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume to contact person below (mail, e-mail,) at the addresses provided below **NLT _15 Sept 15**

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511-1702

Contact Person: David Cave

Job Title: Intern Program Manager

E-mail address: caved@ndu.edu

Office Number: 443-6218

INTERNSHIP POSITION DESCRIPTION

POSITION TITLE: JCWS (Exercise) Research Intern

DATES DESIRED: Fall Semester: 2015

GOALS OF THE INTERNSHIP: The goal of this internship is to update and develop resource material supporting multiple schools at the Joint Forces Staff College (JFSC). The internship involves the research and development of products which enhance student appreciation for planning in today's complex operational environments. This research will involve the review of key documents, related lessons, journals, reports, periodicals and current events as it pertains to planning exercises used within the curriculum. Intern efforts will directly impact the education received by every student at JFSC.

POSITION DESCRIPTION: A research intern with the responsibility to review books, current journals, periodicals (primary and secondary source documents) and current events information (as presented in the printed and electronic media of U.S. and international news agencies) for material relating directly curricular scenarios. The intern may be asked to make an informal presentation on either the information available or specific topics to selected members of the NDU (main campus) & JFSC faculty in order to focus the research on areas that, within the limited time available for this position, will most contribute to the student's attainment of Officer Professional Military Education Program (OPMEP) requirements. (2 positions available)

APPLICANT SKILLS REQUIRED:

Undergraduate or Graduate student

Major(s) desired but not necessary: Political Science or International Studies

Specific skills required: Research skills, word processing skills, and ability to clearly and distinctly summarize the results of analyses and identifiable trends in international security.

Other qualifications: An interest or background in military history including related political, diplomatic, social, military, and economic issues; or a strong desire to learn more about this region of the world and the security challenges that it poses for the United States military.

WORK HOURS: 20 hours per week at the mutual agreement of the intern and JFSC.

OTHER PERTINENT INFORMATION: **This is an unpaid position.** Interns in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume to contact person below (mail, e-mail, or FAX) at the addresses provided below **NLT 15 Sept.**

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511

Contact Person: Mr. David Cave

Job Title: Intern Coordinator

E-mail address: caved@jfsc.ndu.edu

Office Number: 443-6218

INTERNSHIP POSITION DESCRIPTION

1. **POSITION TITLE:** Library Services Intern, Ike Skelton Library
2. **DATES DESIRED:** 12 September - 30 November
3. **GOALS OF THE INTERNSHIP:** Working as a key member of the library team, and with the guidance and support of experienced library staff members, the intern will learn and apply practices and procedures utilized in an academic library. The intern will develop communication and organizational skills directly applicable to military, academic, and business environments; and will experience professional interactions with a culturally diverse service population.
4. **POSITION DESCRIPTION:** The intern will support on-going operations as well as short-term special projects. Daily operations include providing direct patron assistance: greeting visitors, answering the telephone, performing all aspects of library circulation activities. Special projects may include working in the periodicals section (updating holdings lists), Visual Media Room (reviewing, organizing, and inventorying), Archives Room (assisting with organization and updates), Special Collections Room (assisting with organization and updates), and the Microform Section (reviewing and inventorying).
5. **APPLICANT SKILLS REQUIRED:** Undergraduate or graduate student

Major(s) desired: History, Computer, Political Science, International Studies, Business, Library Studies.

Specific skills required: Computer, Customer Service
6. **WORK HOURS:** Minimum of 20 hours per week desired.
7. **OTHER PERTINENT INFORMATION:** **This is an unpaid position.** Intern in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume to contact person below (mail or email) at the addresses provided below **NLT 15 Sept 15**

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511-1702

Contact Person: David Cave

Job Title:

E-mail address: caved@ndu.edu

Office Number: (757) 443-6218

INTERNSHIP POSITION DESCRIPTION

1. **POSITION TITLE:** Library Services Intern, Classified Documents Library, Ike Skelton Library

2. **DATES DESIRED:** 12 September - 30 November

3. **GOALS OF THE INTERNSHIP:** Working as a key member of the library team, and with the guidance and support of experienced library staff members, the intern will learn and apply practices and procedures utilized in the classified documents section of an academic library. The intern will develop communication and organizational skills directly applicable to military, academic, and business environments; and will experience professional interactions with a culturally diverse service population.

4. **POSITION DESCRIPTION:** The intern will support on-going operations as well as short-term special projects located in the classified section. Daily operations include providing direct patron assistance: greeting visitors, answering the telephone, performing all aspects of the classified library activities. Special projects may include assisting with document management and with the review of historic / controlled collections.

5. **APPLICANT SKILLS REQUIRED:** Current security clearance

Major(s) desired: History, Computer, Political Science, International Studies, Business, Library Studies.

Specific skills required: Computer, Customer Service

6. **WORK HOURS:** Minimum of 20 hours per week desired.

7. **OTHER PERTINENT INFORMATION: This is an unpaid position.** Intern in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume to contact person below (mail or email) at the addresses provided below **NLT 15 Sept 15**

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511-1702

Contact Person: David Cave

Job Title: Ike Skelton Library

E-mail address: caved@ndu.edu

Office Number: (757) 443-6218

Internship Position Description

Position Title: Research Assistant in History and/or English

Dates Desired: Fall Semester: September to December

Goals of Internship: Assist professor with proofreading, editing, and indexing.

Position Description:

Professor requests assistance with current manuscript project. Require assistance with proofreading, editing, and possibly indexing book.

There may be some research on the side, but research will not be the focus of this assistantship.

The intern will devote time to proofreading and editing a manuscript on U.S. military history. No more than 20 hours a week.

Applicant Skills Required:

Graduate Student

Major: History or English. The intern must be fluent in English and proficient at proofreading and editing.

Other Qualifications: interest in history a bonus.

Work Hours: 15-20 hours per week, high flexibility with schedule.

Other Pertinent information: This is an unpaid position. Interns in this position will receive experience and possible academic credit depending upon your academic institution. Interested applicants should send a current resume to contact person below (snail mail or e-mail) at the addresses provided below:

Employer: Joint Forces Staff College, 7800 Hampton Blvd., Norfolk, VA 23511
Contact Person: David Cave
Job Title: Associate Professor,
E-mail address: caved@ndu.edu
Office Number: 757- 443-6218