

## **Administrative/Finance Intern**

**Posted by:** US-China Education Trust

**Application Deadline:** August 23, 2017

**Position Start Date:** August 28, 2017

**Contract:** Part-time

### **Position Description**

US-China Education Trust (USCET) is a 501(c)3 non-profit, non-partisan institution dedicated to promoting US-China relations by strengthening mutual understanding through education programs, including conferences, training workshops, exchanges, fellowship awards and nationwide competitions in China involving American Studies and Data Journalism.

USCET seeks an enthusiastic and experienced intern to join its dynamic team. The intern will provide administrative and financial support to all aspects of USCET's organizational operations and program implementation.

### **Responsibilities**

1. Assist with the tracking of expenses and financial reporting.
2. Assist in budget monitoring for organizational and programmatic expenses.
3. Assist in time reporting of employees and expense reports.
4. Assist in arranging of travel, lodging, and accompanying of participants in DC.
5. Opportunities for participation and attendance at various conferences.
6. Other administrative and programmatic responsibilities as assigned.

USCET internship position requires time commitments of about 24-28 hours/week on a flexible schedule. Interns committing more than one semester are eligible for a stipend after a 3-months performance review.

### **Requirements**

1. Current graduate or undergraduate student OR recent graduate with Bachelor's Degree.
2. Demonstrated interest in the U.S.-China relationship.
3. Strong computer skills, including Microsoft Office tools.
4. Excellent writing, editing, and research skills, preferably in both English and Chinese.
5. Well organized with attention to detail and ability to carry out tasks independently.
6. Demonstrated ability to work in a team.

### **Location**

2101 K Street, NW. 2nd Floor, Washington, DC 20037

### **How to apply**

To apply, please send resume, one-page writing sample, and cover letter to [employment@uscet.org](mailto:employment@uscet.org) by August 4, 2017.

Cover letter should detail your interest in USCET, how your past experience relates to the above responsibilities, and your available start date. Include your name and the title

“Administrative/Finance Intern” in the subject line. All attachments should be labelled “First Name Last Name\_Document Title” (e.g. Jane Doe\_Resume). Only applicants who are selected for interviews will be notified within two weeks after the deadline.