



## Internship Opportunity



# NATIONAL DEFENSE UNIVERSITY

## INTERNATIONAL STUDENT MANAGEMENT OFFICE

**300 5TH AVE., BLD 62, RM 154, FORT MCNAIR, WASHINGTON, DC 20319**

The National Defense University (NDU) is the premier national security institution focused on advanced joint education, leader development, and scholarship. Established in 1976, NDU prepares future U.S. and international leaders of Armed Forces and civilian agencies for high-level policy, command, and staff responsibilities.

Within NDU, the International Student Management Office (ISMO) is the administrative home to all international students attending NDU in-residence. Aligned with the Chairman of the Joint Chiefs of Staff's priorities, military and civilian officials from across the globe study at NDU. ISMO provides programmatic and practical support for NDU's international students and their families.



# Internship Opportunity

## National Defense University's International Student Management Office

This internship is as unique and exciting as it is challenging. Interns are afforded the opportunity to interact with senior foreign military officers and their families from around the world. Interns also travel around the country with these officers as ISMO immerses them in American culture. You will visit historical sites, military installations, and major industrial centers.

Your duties involve preparation and execution of Field Study trips, participation in the American Studies Academic program, planning and participation in social events with officers and their families, assistance in fostering the Alumni program, and assistance to the ISMO staff on daily administrative issues.

Interns will typically be asked to take on individual projects. These require both individual attention and collaboration with others in the office. Interns should be able to demonstrate high levels of aptitude to take on responsibility and be capable of working independently and in group settings. Attention to detail is crucial to the work conducted in this office.

Most importantly, our interns must be aware that they are helping these foreign military officers understand America. We seek friendly, dedicated, motivated, and organized individuals. Foreign language proficiency, though not required, is also beneficial in an atmosphere with over 25 spoken languages. International Relations, Political Science, History, Education, and American Studies majors are preferred, though all may apply. Provide your resumé, a cover letter and one letter of recommendation.



### Contact Information:

ISMO Internship Program Manager  
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