



## **Position Description: Intern, Office of Research, Bureau of Intelligence and Research (INR/R)**

### **What does the Office of Research Do?**

The Office of Research (INR/R) conducts public opinion polls and media analysis to gauge foreign attitudes on key issues, including international security, trade and economy, ethnic relations, democratic transitions and U.S. image. The findings are communicated to policymakers throughout the executive branch of the U.S. government through written reports, briefings and presentations in Washington and overseas. Analysts focus on public opinion or media analysis in Europe, Eurasia, Middle East, South Asia, East Asia, Africa, or Latin America. A Top Secret clearance and eligibility for access to Sensitive Compartmented Information (SCI) must be granted before an intern may work for INR/R.

### **What would I do in the Office of Research?**

#### **Day-to-day tasks for INR/R interns (depending on skills) may include:**

- Analyzing data and writing reports.
- Conducting data analysis using SPSS.
- Conducting background research and monitoring news on foreign affairs issues from open and USG-internal sources.
- Synthesizing information for analysts on regional issues relevant to the development and implementation of U.S. policy (for example, extremist violence in the Middle East or recent events in the Balkans).
- Assisting in the preparation of tables and graphs, primarily using Microsoft Word and Excel, for inclusion in reports.
- Maintaining trend data and compiling trend questions for upcoming surveys.
- Checking translations of questionnaires for surveys.
- Attending area conferences, hearings, and meetings on topics related to ongoing analysis and providing summaries to the staff.
- Assessing and presenting findings based on media commentary and opinion.
- Examples of past projects:
  - Writing opinion analyses on support for the EU in the Balkans
  - Compiling and summarizing attitudes of Muslims in Western Europe.
  - Reviewing Arabic translation of a questionnaire for Iraq.
  - Attending an open hearing by the House Select Intelligence Committee on the national security implications of climate change.
  - Preparing draft analyses of media opinion on various global issues, including the Middle East Peace Process, NATO, terrorism, and the global economy.

### **What would I get out of an internship in INR/R?**

"This summer I gained a first-hand understanding of international events as experienced by local populations. INR/R provides valuable context to the intelligence community and policymakers by revealing critical popular trends in foreign countries. As an intern at INR/R, I

had the opportunity to meet and collaborate with regional experts at the State Department as well as other USG agencies, think tanks, and academia." – *Riane Harper, former INR/R intern.*  
"By working in INR/R, you will not be treated as an intern but as a valuable member of the team. You will be given the opportunity to express your opinions and show your expertise through various assignments." – *Suzanne England, former INR/R intern.*

## **Position Description: Intern, Office of Intelligence Resources, Bureau of Intelligence and Research (INR/IRE)**

### **What does INR/IRE do?**

The Office of Intelligence Resources in the Bureau of Intelligence and Research coordinates actions within the Department, with other agencies, and with U.S. missions abroad on U.S. technical intelligence programs, operations, policies, and relations with foreign technical services. INR/IRE provides support and expertise to INR analysts and Department policymakers on tasking technical intelligence systems and coordinating the release of information to foreign governments. INR/IRE develops and represents the Department's intelligence information needs in interagency forums concerned with requirements, collection, evaluations, and future architectures in signals, imagery, and measurement and signatures intelligence, as well as open source information. The Office also provides staff support to INR principals for their participation in interagency mechanisms dealing with intelligence collection, prioritization, and resource issues. INR/IRE also serves as the Executive Secretariat for the State Intelligence Policy Board.

### **What would I do at INR/IRE?**

- Work with Intelligence Operations Specialists to update the Department of State's intelligence requirements.
- Coordinate with intelligence analysts and ambassadors in reassessing specific future intelligence needs for countries around the world.
- Compile continuously updated list of Diplomatic Priorities for the Department of State to alert the intelligence collection elements of the Intelligence Community to current information needs.
- Coordinate evaluations of intelligence products derived from specific collection programs with INR analysts as part of an Office of the Director of National Intelligence assessment process.
- Attend conferences, meetings, and briefings on specific intelligence topics and assessments central to the intelligence interests of the Department of State.
- Review and distribute incoming intelligence information of specific interest to the INR/IRE Director and Intelligence Operations Specialists.
- Work with INR/IRE Intelligence Operations Specialists to ensure Intelligence Community policy is consistent with the Department of State's intelligence objectives and procedures, in support of an INR Deputy Assistant Secretary.
- Draft and clear informative and actionable intelligence cables, in coordination with INR analysts and regional bureau desk officers, to U.S. Embassies around the world.
- Assist INR/IRE Intelligence Operations Specialists with preparing and conducting the INR Assistant Secretary's monthly State Intelligence Policy Board meetings.
- Interact with agency representatives throughout the Intelligence Community.

## What would I get out of an internship at INR/IRE?

“Working at INR/IRE is a one-of-a-kind experience. INR is the foremost intelligence agency for handling U.S. policy, and at IRE specifically, intelligence operations, analysis, and policy meet and interact with one another. While an intern at IRE, we learned about this process of interaction, and how they work together to support the Department of State’s foreign policy objectives. This internship has provided invaluable experience in the intelligence field and given us insight into our future career objectives. The office of IRE itself offers a professional, supportive environment in which to gain new skills, as well as innumerable opportunities to meet people throughout the Department of State and the Intelligence Community and learn their perspectives on difficult issues and world events.” – *Danielle McVey and Brittany Cellone, former INR/IRE interns.*

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