

Undergraduate or Graduate Internship Position

Asian American Institute (AAI) welcomes undergraduate and graduate students as interns. Established in 1992, AAI is a pan-Asian, non-profit organization dedicated to the empowerment of the Asian American (AA) community through advocacy, utilizing research, education, and coalition building.

Our current projects include: (more detail on our website: www.AAIChicago.org)

- Voter education, poll monitoring, and exit polling
- Updating our Asian American community directory (AA Compass)
- Conducting research surveys on Asian Americans and housing
- Leadership programs for young Asian Americans and Asian American executives
- We also work on a number of community issues including immigration, discrimination and hate crimes, language access.

Qualifications:

- Current enrollment or recent graduate of an undergraduate or graduate program
- Demonstrated interest on issues of the Asian American community
- Excellent writing and communication skills
- Knowledge of Microsoft Office, and experience with email/internet

Interns are expected to commit at least one quarter/ semester depending on their school system and may receive academic credit for their work if their school permit. Interested candidate should send in cover letter, resume, and application form to: (email is preferred but mail, fax, and email are accepted)

Asian American Institute
Attn: Internship
4753 N. Broadway, Suite 904
Chicago, IL 60640
Fax: 773-271-1982
AAI@AAIChicago.org

After we have reviewed your application, we will contact you within two weeks to notify you the progress of your application. If the two week have passed and no communication has been received please follow up with us. After submissions, a phone or in-person interview may be scheduled. If an interview is scheduled, please review our website carefully to learn about our mission and various programs prior the interview. A formal decision will be communicated shortly afterwards.

Thank you for your interest.



Asian American Institute

Undergraduate or Graduate Internship Position

General Info

Full Name _____ Nickname/Preferred _____

School _____

Major/ Area of Study _____

Current Year (i.e. Freshman) _____ Expected/Graduation _____

Telephone _____ E-mail _____

Requirements from your institution/school:

- _____
- _____
- _____

Work Availability: (Please list time ranges, i.e 9am-2pm)

- Monday: _____
- Tuesday: _____
- Wednesday: _____
- Thursday: _____
- Friday: _____

Anticipated number of hours available /week: _____

Anticipated start and end dates: _____

Short Essays:

Please respond to the following questions on a separate sheet. Please limit your response to 1-2 paragraphs for each question.

1. What do you think are the most pressing issues in the Asian American community?
2. What do you hope to get out of the internship? What projects would you like to be involved in and in what way?
3. What skills do you possess? What skills would you like to further develop?
4. What is your communication style and preference? How do you like to be communicated or managed (i.e. lot of communication and direction, little direction...)