Internship Provided by: Turkic American Alliance

Please Circle One:

High School Student / College Student / Newly Collage Graduate

LOCATION OF INTERNSHIP: Washington D.C.

THE APPLICATION PROCESS

Perspective interns must apply through our Turkic American Alliance website located under the internship tab (http://turkicamericanalliance.org/internship/). Please complete all sections of the application thoroughly. Although providing the information requested is voluntary, failure to provide complete answers may affect the review and consideration of your application. Your application must include all of the following in order to be considered:

* Internship Application Form Completion
* Current Resume
* Previous Internship Experience

The application and all requested materials must be submitted together. Only complete applications will be accepted. Failure to meet any of the above-mentioned requirements may delay, or even prevent, the review of your application.

MAIL COMPLETE APPLICATIONS TO:

 Turkic American Alliance

 Attn: Internship Coordinator

 750 First St NE, Suite 1125, Washington DC, 20002

Or e-mail to lsilajdzic@turkicamericanalliance.org

ACADEMIC CREDIT

Awarding academic credit for an internship is that the discretion of your college or university. However, we will assist you in providing appropriate information as requested by your school. Arrangements for accreditation should be made before you begin the internship.

PROGRAM

The Turkic American Alliance provides unpaid internships that last about 5 – 8 weeks depending on schedule of the intern.

REQUIREMENTS:

1. Previous Internship Experience
2. Research and analytical skills
3. Strong ability to work under pressure and short time lines
4. Ability to handle multiple projects with shifting deadlines simultaneously
5. Strong knowledge of MS Office Word and PowerPoint software
6. Demonstrated ability to write and edit an array of communications materials for internal/external audiences
7. Strong organizational, project management and consulting skills
8. Ability to handle highly sensitive, confidential information; adept at handling situations with political appropriateness and sensitivity while influencing positive outcomes.

JOB DESCRIPTIONS:

Interns will focus on an assortment of projects including the Annual Turkic American Convention, panel discussions, and helping staff prepare, organize and coordinate events. Although this is top priority, duties will not be limited to the convention. Other duties consist of assisting with research, event planning, technical duties, social networking and website, public policy and collecting and analyzing data.

ALTERNATIVE OPTIONS:

1. If you have another internship that is part time located in Washington D.C. and you would still like to intern at TAA, you are more than welcome to. (please follow the same procedure)
2. If you have a full time internship position and would still like to help out after hours, you are more than welcome to. (please follow the same procedure)

If so, please list other internship (ex: Congress/NGO/Gov): ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOUSING ACCOMODATIONS:

* Overall costs: 2200-2500/mo
	+ Costs will vary depending on which housing option is chosen
* Please visit websites of housing accommodations for “things to bring”

* WISH (Washington Intern Student Housing)
	+ Contact: interns@internsdc.com // 202-548-2720
	+ Apply: <http://internsdc.com/rates-application/>
		- Session options:
			* Summer Session 1 (May 3-August 23)
			* Summer session 2 (May 10 – August 9)
			* Summer Session 3 (May 24 – August 16)
			* Summer Session 4 (May 3 – June 21)
			* Summer Session 5 (June 28 – August 16)
		- Location: on Capitol Hill, walking distance from House and Senate offices, Supreme Court, Library of Congress and Metro stations
* GWU Dorms
	+ Contact: sumhouse@gwu.edu // 202-994-6883
	+ Apply: http://summerhousing.gwu.edu//
	+ Housing details: http://summerhousing.gwu.edu/LongTermStayGroups/locations/
		- Location: on Capitol Hill, walking distance from House and Senate offices, Supreme Court, Library of Congress and Metro stations
		- Traditional rooms: provide dormitory-style room. Most traditional rooms include a private bathroom or share a bathroom with another room. This is an ideal accommodation for the individual guest who seeks a comfortable place to sleep and socialize.
			* Crawford/ Madison/ Strong Hall – Female Only
		- Building Group 1: rooms have a private bathroom, kitchen, and are set up studio-style as ne large living space.
			* Fullbright, Schenley, Guthridge, International House, Building JJ, Jacqueline Bouvier Kennedy Onassis, 2109 F Street, Francis Scott Key
		- Building Group 2: rooms are one-bedroom apartment style accommodations with a full kitchen, and bedroom, and private bathroom in each room.
			* Greek Townhouses, City Hall
		- Building Group 3: offer shared-occupancy rooms. All rooms have kitchens and a private bathroom(s). Rooms are 1 to 2 bedroom apartments, where the bedrooms are separate from the living/kitchen space.
			* Philip S. Amsterdam Hall – GW Students Only, Ivory Tower, Dakota, 1959 E. Street
		- Single Rooms: offer single occupancy accommodations. These rooms have a range of amenities from a common floor bathroom to a single room with a kitchen and a private bathroom.
			* Mitchell, Potomac House, South Hall
			* BE SURE TO READ SPECIFICS FOR EACH ACCOMMIDATION
* American University:
	+ Contact: summerhousing@american.edu // 202-885-3370
	+ Apply: [Apply Here](https://starrez.american.edu/StarRezPortalSummerRegistration/Default.aspx?Params=L9ezxPcQnQsr%2bnJu6bCyzfU8V4g%2f4cQyEhnvVyEOX2U%3d)
		- * Rates:
				+ Traditional Hall Style Double Room
				+ Suite Style Double Room in Centennial Hall
				+ Apartment Style Single Occupancy Rooms in Nebraska Hall
		- Rates do not include the 14.5% DC Hotel Tax.
		- Location: Tenleytown American University – Red Line
		- **High Quality Accommodations**
			* Competitively priced housing option in D.C.
			* Fully carpeted rooms
			* Cable TV access in rooms and cable TV in lounges (70+ channels)
			* Wireless Internet access across campus
			* A comfortable and secure Washington, D.C. neighborhood
			* Interns housed together to share a common experience
		- **Unique Benefits**
			* Fully air conditioned residence halls
			* Free on-campus parking
			* Fitness center access at no cost
		- **Convenient Location**
			* Shuttle service provided from various parts of campus to the Tenleytown-AU Metro stop
			* Easy access to capital area intern sites
			* Close proximity to tourist sites and the national mall

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| **Type of Room** | **Price Per Week** | **Price Per Night** |
| [Single (Traditional Residence Hall)](http://www.american.edu/ocl/housing/upload/Traditional-Double-3d-Rendering.pdf) |  $348 per week |  $49.71 per night |
| [Single (Shared Apartment)](http://www.american.edu/ocl/housing/upload/Nebraska-4-Bed-3d-rendering.pdf) |  $355 per week |  $50.71 per night |
| [Double (Traditional Residence Hall)](http://www.american.edu/ocl/housing/upload/Traditional-Double-3d-Rendering.pdf) |  $288 per week |  $41.14 per night |
| [Double (Semi-Private bathroom)](http://www.american.edu/ocl/housing/upload/Centennial-3d-Rendering.pdf) |  $295 per week |  $42.14 per night |
| [Triple (Traditional Residence Hall)](http://www.american.edu/ocl/housing/upload/Traditional-Triple-3d-Rendering.pdf) |  $248 per week |  35.43 per night |

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|  | WISH | GWU | American University |
| Accommodations | The Congressional Building | Traditional Rooms Building Group 1, Building Group 2, Building Group 3, Single Rooms | Traditional Hall Style Double RoomSuite Style Double Room in Centennial HallApartment Style Single Occupancy Rooms in Nebraska Hall |
| Price (Shared) | Session total $5,500-6,500 | About $42-$55/ night depending on how many days | 288/week or 41.14/ night |
| Location | Capitol Hill, walking distance from House and Senate offices, Supreme Court, Library of Congress and (Orange) Metro stations  | On GWU campus (Foggy Bottom Metro – Orange Line) | Shuttle service provided from various parts of campus to the Tenleytown-AU Metro stopEasy access to capital area intern sitesClose proximity to tourist sites and the national mall |
| Additional Details |  | What to Expect: <http://summerhousing.gwu.edu/individuals/WhattoExpect>  |  |
| Month/Weekly/Daily | Session Rate | Nightly Rate | Per Week or Per Night |
| Contact | interns@internsdc.com 202-548-2720 | sumhouse@gwu.edu 202-994-6883 | summerhousing@american.edu 202-885-3370 |
| Apply | <http://internsdc.com/rates-application/> | http://summerhousing.gwu.edu// | https://starrez.american.edu/StarRezPortalSummerRegistration/Default.aspx?Params=L9ezxPcQnQsr%2bnJu6bCyzfU8V4g%2f4cQyEhnvVyEOX2U%3d |