

BIS Internship Opportunity

The Bureau of Industry & Security (BIS), Office of Strategic Industries and Economic Security (SIES) is looking for undergraduate or graduate college students with a concentration in Economics, Business, Mathematics, International Economics, Political Science, and other related areas who will enjoy working in an exciting, mission-driven organization. The ideal intern will demonstrate strong oral and written communication abilities, solid interpersonal skills, proficiency with data analysis tools, and experience conducting research and analyzing data. Interns will gain educational experience in their field of study or career interest and will develop personal and professional skills.

Interns will contribute directly to assessments that inform U.S. industrial and economic security policy, gaining hands-on experience with real-world data, federal decision-making processes, and stakeholder engagement. This internship is ideal for students who enjoy analyzing economic trends, working with data, engaging with industry stakeholders, and exploring the interconnection between U.S. industrial capabilities with national security and economic welfare. Interns will receive mentorship from senior analysts and project leads, with opportunities for regular check-ins, feedback sessions, and exposure to senior staff.

Preferred experience analyzing U.S. and foreign trade, industrial, and national security policies, global technology trends, economic, trade, and financial data, and ability to communicate effectively verbally and in writing.

Tasks:

Intern responsibilities include, but are not limited to, the following areas:

- **Survey Development & Administration:**
 - Design and edit industry surveys for each assessment
 - Prepare mailing lists, including verifying company names and addresses
 - Maintain relationships with survey participants through telephone and email correspondence, ensure survey respondents are complying with survey obligations and assist them in compliance, that includes confirming receipt of survey template, answering questions, and requesting additional/updated information
- **Trade and Industry-Sector Analysis**
 - Gather data on market conditions, industry performance indicators, import/export data, and emerging technologies
 - Evaluate the strategic and economic impact of trade policies on trade flows, domestic industries and global supply chains
 - Assess competitive dynamics within specific sectors (e.g., specialty metals, semiconductors, energy)
 - Monitor industry news, financial filings, and regulatory announcements relevant to assigned sectors
 - Developing sector profiles, risk assessments, and trend summaries

- **Geeoeconomic and National Security Risk Analysis**
 - Track policy developments related to trade regulations, sanctions, and export controls, and assess how geopolitical developments influence markets, supply chains, and strategic industries
 - Monitor global economic indicators, commodity markets, and geopolitical risk indexes
 - Assist in mapping country specific economic strategies, industrial policies, and geeoeconomic tools-specific economic strategies, industrial policies, and geeoeconomic tools
 - Evaluate foreign investment trends, economic coercion risks, or critical minerals dependencies
 - Evaluate foreign investments and foreign supply chain dependencies in the context of risk to U.S. national and economic security
- **Data Analysis & Reporting:**
 - Analyze data from respondents
 - Generate charts, graphs, and written information for reports based on analysis of data collected from survey responses
 - Support team members in compiling inputs for reports, dashboards, and presentations.
 - Assist in drafting presentation materials for briefing partners and/or outreach with stakeholders
- **Research & Stakeholder Engagement:**
 - Conduct project related research on technologies, industries, and other matters related to survey scope
 - Attend team meetings as well as meetings with the sponsor agencies and project stakeholders
 - Prepare concise briefings on bilateral and multilateral trade issues

Requirements:

Interns must be U.S. citizens. This internship is on-site only at the BIS headquarters in Washington, D.C. Interns are expected to report in person for all scheduled hours to support collaboration, access mission-critical resources, and engage directly with the team. Remote or hybrid work arrangements are not available for this position.

Compensation: This is an unpaid position. Academic credit may be available through the applicant's institution.

Security Clearance:

Public trust background is required. The government may sponsor a SECRET-level clearance depending on assigned project requirements and duration of internship.

Schedule:

BIS offers internships in the fall, winter/spring, and summer. Depending on circumstances, program opportunities may be reduced or extended.

Fall: September through December

Winter/Spring: January through May

Summer: May/June through July/August

Interns are expected to work 20 to 40 hours per week during the spring and fall terms and full-time during the summer session. While these timeframes work best for most students, all scheduling, including start/end dates and hours per week, is flexible and can be negotiated during the interview stage of the selection process.

Apply/Further Information: If interested, please email SIESinternships@bis.doc.gov with subject line SIES Internship. Include your resume, a short writing sample (2–3 pages), and an optional transcript or reference. Applications are reviewed on a rolling basis.