# -- BULLETIN --

CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE

*James C. Gaither Junior Fellows Program*

Each year, the James C. Gaither Junior Fellows Program at the Carnegie Endowment for International Peace holds a rigorous national competition to select approximately 15 graduating seniors to serve as research assistants. They are matched with senior fellows to work on a variety of international affairs topics. Junior Fellows have the opportunity to conduct research for Carnegie publications, participate in meetings with high-level officials, contribute to congressional testimony and organize briefings attended by scholars, journalists and government officials.

James C. Gaither Junior Fellows spend 10-12 months (beginning September 1st) at Carnegie in Washington, DC. Positions are full-time and include a salary and benefits package. We encourage you to review our website (http://carnegieendowment.org/) for more information on each program/project listed below.

As an organization dedicated to pursuing global engagement and peace, we believe that Carnegie's work is enriched and should be informed by a diverse array of perspectives. We encourage all candidates to apply and are welcome to all backgrounds.

## 2027-28 Programs or Projects

**Democracy, Conflict, and Governance**

**American Statecraft**

**Nuclear Policy**

**Technology and International Affairs** – *Strong writing skills and research skills are essential.*

**Middle East** – *Strong reading fluency and the ability to perform academic as well as on-line research in Arabic essential. Strong background in Middle East and North African politics and/or history is a huge plus.*

**International Security and Political Economy [to work with the International Security and South Asia Programs]** – *Strong quantitative data analysis and GIS skills are required; a strong mathematical background is a plus. Familiarity with South Asia is welcome but not required.*

**Asia Program** – *Mandarin Chinese language skills, particularly reading comprehension, are essential. An additional foreign language is a plus.*

**Russia and Eurasia** – *Excellent Russian and/or Ukrainian reading skills required.*

**Africa Program**

**Global Order and Institutions**

**Sustainability, Climate and Geopolitics -** *Data skills (such as helping create graphs or tables for Carnegie publications) are a plus. Applicants should have completed coursework related to sustainability and climate issues. A foreign language or regional expertise is a plus—the program seeks to bring an international perspective into US debates on climate change.*

**Europe -** *Fluency and the ability to perform research in a European language other than English are a plus. Background knowledge of European politics is essential.*

For information on how to apply, contact your Designated Nominating Official or visit http://carnegieendowment.org/about/jr-fellows.

CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE *James C. Gaither Junior Fellows Program*

# Frequently Asked Questions

**When is the application information sent to participating universities?**
The program generally sends information to participating universities in mid-October. Any important programmatic changes are also announced annually with the new application materials.

**Is there guidance regarding the application components?**
The application consists of applicant information (address, participating university, language skills, graduation date, etc.) along with five core components. A resume, a personal statement, two letters of recommendation, a writing sample, and your transcript.

For the **resume**, we prefer that it be one-to-two pages, and it should reflect your research and writing experience as much as possible.

For the **personal statement**, the applicant should discuss why you are applying for this job, what you hope to learn from it, how you think your experience and working style would serve you well as a research assistant, and why you have chosen to apply for the program you are applying for.

For the **writing sample**, it must be three to five pages, and it may be either a completed work or an excerpt from a longer work. The writing sample must be accompanied by a brief explanation of now more than half of one page explaining why you chose that writing sample (note: the explanation is not counted towards the page limit of the writing sample). The writing sample can be on any topic, but we recommend that students submit a writing sample that is relevant to the program they are applying for either in subject matter or in style of analysis. For more information on what each Carnegie research program is working on, we recommend visiting https://carnegieendowment.org/programs-and-projects.

For the **transcript**, please note that an unofficial transcript is preferred, though an official transcript is also acceptable. If you have transferred, please make sure to either submit a transcript from your first institution also or make sure that the information is reflected by your current transcript.

For the **letters of recommendation**, these can be submitted by anyone whom the applicant wishes. We recommend that applicants choose recommenders who can speak directly to the applicant's ability to write and support research projects.

**Does my school participate in the Gaither Junior Fellows Program?**
Visit our list of participating universities and programs.

**How can I apply if my school is not a participating university?**
You are encouraged to ask your fellowships advisor or career placement office to contact us to find out how your school may participate.

**Must applicants be U.S. citizens?**
It depends. You need not be a U.S. citizen if you attend a university located in the United States. However, all applicants must be eligible to work in the United States for 10-12 months from September 1 through at least June 30 following graduation. Students on F-1 visas who are eligible to work in the United States for the full year may apply for the program.

If you attend a participating school outside of the United States, you must be a U.S. citizen (due to work permit requirements).

**How do James C. Gaither Junior Fellows contribute to Carnegie's mission?**
In pursuit of our mission, we harness the wide range of talent, expertise, and experience of scholars and staff across the world. Both independently and through their work with scholars, James C. Gaither Junior Fellows enhance our ability to bring differing views and experiences, new voices, and innovative ideas to the table, enabling us to better understand and reverse patterns of civil conflict, political violence, and other obstacles to peace.

**Am I eligible for the James C. Gaither Junior Fellows Program?**
Applicants must be graduating seniors or students who have graduated during the last academic year. Anyone who has started graduate studies is ineligible for consideration (except in cases where the student has completed a joint bachelor's/master's degree program). The program accepts applications only through participating universities via designated nominating officials.

**How do I apply if I've already graduated?**
If you graduated during the previous academic year and have not started graduate studies, you may apply through the university from which you graduated.

**How do I obtain an application?**
Applications, procedures and information are available through designated college/university nominating officials. Due to the nomination process and varying on-campus application procedures, students are unable to apply directly to our program.

**Is the application available online?**
Due to the nomination process, the application is only available online to nominating officials. Students may apply through designated school nominating officials, who are most familiar with the particular school's nomination process. Please visit our list of nominating officials on Carnegie's website for more information.

**Can applications be submitted electronically?**
All applications should be submitted electronically through Embark.

**I cannot obtain an official transcript by the deadline. What should I do?**
The program accepts unofficial transcripts.

**Who is my university's nominating official?**
In many cases, information is available in fellowship, scholarship, or career services offices and/or political science departments. See our list of participating schools for the list of nominating officials on Carnegie's website.

**Should the nominating official write a statement of nomination?**
A statement from a nominating official (unless it is 1 of the 2 required references) is not considered in the application process.

**May I apply directly to Carnegie for the James C. Gaither Junior Fellows Program?**
The James C. Gaither Junior Fellows Program is competitive and, as such, the program relies on participating universities to nominate uniquely qualified students. We are unable to accept applications directly from students. Students should consult their university on the nomination process.

**When is the application deadline?**
The program's deadline is January 15th. However, most institutions set an earlier deadline (some as early as November) to receive and review applications. Consult your university for application deadlines and details on the school's application process.

**If a student is interested in more than one program, how should they proceed?**
Students who are interested in more than one program have to make a decision to apply under one program. Your nominating official should be able to help you determine which program is the best fit for you.

**Are applicants interviewed for the program?**
Approximately 3-4 applicants per position are chosen for interview. "Finalists" are interviewed in February and early March.

**What arrangements will be made if a student is abroad while interviews are taking place?**
All interviews will take place via video or phone regardless of location at the time of the interview. Appropriate arrangements will be made for students in a difficult time zone.

**As a James C. Gaither Junior Fellow, what kind of work will I do?**
James C. Gaither Junior Fellows provide research assistance to scholars working in Carnegie programs. You may learn more about our programs by visiting Carnegie's homepage. Gaither Junior Fellows have the opportunity to conduct research for books, co-author journal articles and policy papers, participate in meetings with high-level officials, contribute to congressional testimony, and organize briefings attended by scholars, journalists, and government officials.

**Who should I contact if I need a reasonable accommodation?**
Carnegie is an equal opportunity employer, and we encourage all students selected by participating universities to apply. If you need an accommodation during the recruitment process, we encourage you to contact us through your university.

**What are the criteria upon which applications are considered?**
The application process is highly competitive. Approximately 6 percent of applicants are ultimately selected for positions. Applications are judged on the quality of the writing sample, personal statement, related academic study and/or work experience, grades, recommendations, and personal interviews.

**Will I be notified if I am not selected for the Program?**
Yes. However, notices will not go out until all junior fellow slots have been finalized. This will occur prior to the end of March.

**When does the fellowship begin?**
All fellowships begin on September 1st. James C. Gaither Junior Fellows are hired for 10-12 months.

**Are James C. Gaither Junior Fellows paid?**
Positions are paid, full-time positions for 10-12 months. The anticipated salary is $4,166.67 per month before taxes, paid semi-monthly. A full benefits package is also provided. Junior Fellows also receive relocation support of up to $1,500 (grossed up for taxes).