



**THE US-CHINA BUSINESS COUNCIL**

美 中 贸 易 全 国 委 员 会

### **Summer 2008 Internships at the US-China Business Council's Shanghai Office**

Internships at the US-China Business Council are a rewarding experience designed for graduate students, recent graduates and exceptional undergraduates in their junior or senior years. The Council's Shanghai Office has two internship slots available each summer from June through August. Generally, one slot is filled by a native speaker of English and the other by a native speaker of Chinese.

The Shanghai office is relatively small, and interns are expected to assume a significant amount of responsibility. Their main tasks include:

- Conducting independent research and answering inquiries from the Council's 250 member companies on a wide array of business issues;
- Researching and writing for the Council's weekly e-mail newsletter on developments in China, the China Market Intelligence;
- Attending conferences, meetings and government events on behalf of the Council, and composing meeting notes for circulation to all Council staff;
- Assisting in organizing and running Council events, including monthly Issues Luncheons, ad-hoc roundtables of senior executives, and the annual China Operations conference;
- Completing an independent project of direct value to the Council. This project will be designed by the Chief Representative in conjunction with the intern, and will occupy much of the intern's time during the final two months of their internship. Examples of previous projects completed by interns include a review of current intellectual property rights protection strategies, and a report on best practices in Corporate Social Responsibility by US companies in China.

The Council requires that interns have the following qualifications:

- Undergraduate degree in a China-related or business field; e.g. international relations, economics, political science, international business, etc.
- Excellent English-language writing and research skills, particularly the ability to synthesize large amounts of information into concise and informative reports and articles.
- High level of proficiency in speaking and reading Chinese.
- Professional demeanor and bearing; the ability to interact directly with senior executives at member companies.
- Strong interest in how business is done in China and US-China political and trade relations.
- Some previous work experience; work experience at a company in China is particularly desirable.

The Council's Shanghai office hours are from 9:00 am to 6:00 pm, Monday through Friday. While scheduling is flexible, interns are required to commit to a minimum of 20-25 hours of work each week. Internships at the USCBC are uncompensated, except for a small stipend of 80 RMB per day worked and transportation expenses to and from the office. Finally, interns are solely responsible for their housing and visa arrangements while in China, and transportation to and from Shanghai.

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## **Independent Research and Writing Test**

Individuals interested in an internship at the US-China Business Council will need to successfully complete an independent research and writing test. Prospective interns are generally asked to pick a current topic of interest to U.S. companies in China, research that topic using both Chinese and English language sources, and compose a three to four-paragraph sample China Market Intelligence article on that subject. Topics should be quite specific and very current (from the last month). Possible examples would include - the issuing of new regulations on mergers and acquisitions by the Ministry of Commerce, resolution of a notable IPR-related court case in a Shenzhen court, or a visit by the US Trade Representative to China.

Before beginning the test, prospective interns should e-mail Eric Arndt, Business Advisory Services Manager, at [earndt@uschina.org.cn](mailto:earndt@uschina.org.cn) and ask for a sample of the latest China Market Intelligence newsletter, which is sent out every week to executives at Council companies. The sample will contain several articles that prospective interns can use as models for their own article - while, of course, selecting their own topic to cover.

Articles should be around three to four paragraphs in length, and should focus on covering the *business* aspects and implications of the events covered. The key question to answer is, "As the General Manager or President of a major U.S.-invested company in China, why is this important to me? What are the potential ramifications? How will it potentially impact my business?" Prospective interns should keep in mind that they are not writing news reports, but rather engaging in practical analysis from a business perspective.

### **Application Process**

Submit resume to [wcbcareer@gmail.com](mailto:wcbcareer@gmail.com) along with a short cover letter explaining interests & experiences in China.