



U.S. Election Assistance Commission  
1225 New York Avenue, NW, Suite 1100  
Washington, D.C. 20005

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## **RESEARCH SPECIALIST (Full-time, Summer or Fall)**

The U.S. Election Assistance Commission (EAC), Office of the Chairman, is seeking a highly qualified Research Specialist to work full time for Summer or Fall 2006.

### **THE COMMISSION**

EAC was established in December 2003 and is a four-member independent federal commission that was created by Congress under the Help America Vote Act of 2002 (HAVA). HAVA provides approximately \$3 billion in funding for election reform and EAC is responsible for disbursing payments to states for replacement of voting systems and improvements to election administration, adopting voluntary voting system guidelines, and serving as a national clearinghouse for the collection of information regarding election administration. Additional information can be found at [www.eac.gov](http://www.eac.gov).

### **DUTIES AND RESPONSIBILITIES**

The incumbent will develop an understanding of the federal election administration process and work on legal, policy and non-legal research projects on HAVA related issues, including voter registration, voter ID, voting devices and systems, poll worker recruitment, voter education, and federal and state legislation, in order to provide background materials for the Chairman's speeches, testimonies, media interviews and reports to Congress.

### **QUALIFICATION REQUIREMENTS**

Candidates must be a U.S. citizen and possess at least one year of general work experience that shows ability to perform progressively more complex, responsible, or difficult duties; and that shows ability to learn the specific work of this job. Combined semester and previous summer internships totaling one or more years will satisfy this requirement.

Successful candidates will possess strong research, writing and oral communication skills, be familiar with the American system of government, be highly organized and detail oriented, possess integrity and a high level of self management and be self-motivated. Candidates must be a student in an accredited college or university pursuing a baccalaureate or Master's degree in Political Science, American Government or a related area of study to qualify for this position

### **COMPENSATION**

\$12.26 - \$15.29/hour, depending on qualifications.

### **HOW TO APPLY**

**There is only one opening.** Interested candidates should send their resume with a cover letter, salary history, four references, three writing samples, and a copy of a current or most recent transcript showing courses, credit hours and grade point average no later than April 17, 2006 to:

**Ms. Amie Sherrill  
U.S. Election Assistance Commission  
1225 New York Avenue, N.W., Suite 1100  
Washington, DC 20005  
[asherrill@eac.gov](mailto:asherrill@eac.gov)**