



Spring 2026 UGA Research Associate

Reports To: Global Intelligence Program Manager

FLSA Status: Non-exempt

Location: Virtual

1. Overview:

This Research Associate is responsible for providing substantive research and analysis to support BSI Global Intelligence Team. Further, the individual is required to write content related to foreign policy, global security and international trade.

The RA position is a **part-time internship**. In order to complete the program, the RA must complete 240 hours, with 20-hour work weeks, Monday through Friday. This typically follows a 20-week/240-hour framework.

Spring 2026 Program Dates:

Internship Dates: Monday, January 5-Friday, May 29

**Possible internship extension based on performance*

BSI Contacts:

- Jason Willoughby (Jason.Willoughby@bsigroup.com)
- Stephanie Phillips (Stephanie.Phillips@bsigroup.com)

Instructions to Apply:

Submit your resume, a cover letter, and 2-page writing sample to Jason and Stephanie and fill out the form at this [link](#).

Due Date: First round applications: **Sunday, November 2, 2025**

Applications will be accepted on a rolling basis until the position(s) is filled.

2. Essential Responsibilities:

- Provide substantive research to support global intelligence products and services in a variety of areas, including foreign policy, global security, and international trade.
- Compose written content related to geographic areas assigned.
- Ensure the data integrity of the information submitted to the global intelligence team.
- Efficiently manage and navigate industry databases and online tools.

- Retain a heightened sense of awareness of compliance and client confidentiality obligations.
- Provide additional administrative and analytical support as needed to the global intelligence team.

3. Education/Qualifications:

- Undergraduate students or graduate students enrolled in a business, supply chain, foreign policy, international affairs, public policy, global security and intelligence studies or political science program.

4. Skills:

- **Autonomy** – Ability to work independently – often away from site of business.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents from a variety of sources.
- **Leadership** - Q process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task.
- **Software skills** - Microsoft Office, Microsoft Excel.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Writing** - Writing that responds to the interests and needs of others.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

5. Knowledge:

- International affairs awareness
- Proven research and analytical skills
- Open-source collections, intelligence analysis, and brief writing
- Strong writing and editing abilities
- Proficiency with internet research tools

6. Experience:

- Previous work experience beneficial but not required
- Candidates with interest in careers involving or impacting global security issues will be given primary consideration.

7. Travel:

- No travel required

8. Languages:

- Fluent English
- Other foreign languages preferred but not required

9. Physical Demands:

- Requires an adequate range of body motion and mobility, with or without accommodation to enable the individual to perform the essential functions stated herein.
- Requires Hearing: Perceiving the nature of sounds. Hearing is important for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sound.
- Requires Near Acuity: Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.
- Requires the ability to read and record data quickly and accurately; to prepare records and reports and post data; to avoid perceptual errors in performing computations.

Position Type and Expected Hours of Work

- Part-time position internship
- 20 hours/ week
- Monday to Friday

Company Profile: BSI (British Standards Institution) is the business standards company that equips businesses with the necessary solutions to turn standards of best practice into habits of excellence.

Formed in 1901, BSI was the world's first National Standards Body and a founding member of the International Organization for Standardization (ISO). Over a century later it continues to facilitate business improvement across the globe by helping its clients drive performance, reduce risk and grow sustainably through the adoption of international management systems standards, many of which BSI originated. Famed for its marks of excellence including the instantly recognizable Kitemark®, BSI's influence spans multiple sectors including aerospace, construction, energy, engineering, finance, healthcare, IT and retail. With over 64,000 clients in 150 countries, BSI is an organization whose standards inspire excellence across the globe.



End of Job Description.

BSI is an Equal Opportunity Employer and we are committed to diversity