March 13, 2010

Brandeis University
Hiatt Career Center
415 South Street. MS 204
Waltham, MA 02454

Dear Members of the Selection Committee,

It is my pleasure to confirm that the Consortium on Gender, Security and Human Rights at the University of Massachusetts Boston has extended an unpaid summer internship offer to [person] has committed to an internship from May 27th to August 27th during which time she will work closely with me under my direct supervision twenty five or more hours per week. [person] recent acceptance into our internship program marks the second Brandeis student we have invited to study with us this summer, and we are looking forward to having both students work with us.

As you now know, the Consortium’s goal is to bring knowledge about gender and security to bear on the quest to end armed conflicts and build sustainable peace. We see our role as twofold: to foster the development of new knowledge about gender, armed conflict, and security; and to help bridge the gap between the scholarly research community on the one hand, and policy makers and practitioners on the other. Our programs are both international and local and like Marie Zazueta, [person] work will support both pillars of our program.

Throughout the application [person] has shared with me an interest in gaining more experience in researching and writing about gender and human rights violations. As a way to further develop her skills in these areas we plan to have [person] work on one of our largest and most demanding projects. Funded by the United Nations Development Programme (UNDP), the Consortium is working collaboratively with the Social Science Research Council (SSRC) on the development of a Global Centre on Gender, Crisis Prevention and Recovery (G-CPR). A critical part of the G-CPR project is an online research platform, or “hub,” on Gender, Peace and Security (maintained by our partners at the SSRC). The Research Hub serves two essential functions: 1) acting as a centralized location to gather for all available research related to gender, armed conflict and post-conflict reconstruction/building sustainable peace and, 2) to provide information on relevant researchers, institutions and networks working in this field. Following a series of rigorous training sessions, [person] will be conducting targeted research on these areas and will ultimately be responsible for posting this research on the online platform itself.
In addition to working on the Research Hub project, [name] may also spend some period of time working with me to support our work with the United Nations Working Group on Gender, Peace and Security. In this capacity, [name] will read and prepare summary notes in advance of the bi-weekly conference calls with the Working Group. In so doing, she will be tasked with alerting me and the Director to issues that require immediate decision-making and those that are less critical. Following each call, [name] will also be asked to write a short summary document that will remain on file in our office for future use.

We look forward to working with [name] and have every expectation that her work will contribute to our ongoing efforts to bridge the gap between scholars and practitioners. Should your office have any questions or require additional information, please feel free to be in touch with me via email or at the telephone number above.

Sincerely,

[Name]
Associate Director
Sandra.mcevoy@umb.edu