

VACANCY ANNOUNCEMENT

Student Internship with U.S. Embassy Bratislava

OPEN TO:

The program is designed for **Slovak citizen students** who are at least 18 years of age, are currently enrolled in an accredited university/college, and are non-U.S. citizens seeking internships with U.S. Embassy Bratislava.

POSITION: Intern/Local Intern Program

OPENING DATE: September 26, 2017

CLOSING DATE: October 10, 2017

WORK HOURS: 20 hours per week

LENGTH OF INTERNSHIP: 6 months

STARTING DATE: November 2017

SALARY: Unpaid

There are no benefits, compensation, or future employment rights attached to the internships. Service is not creditable for leave accrual or any other employee-type benefits.

TYPES OF ASSIGNMENTS:

The student interns **must be Slovak citizens**, who will be assigned challenging duties that contribute to their educational and professional development. In particular, the Public Affairs Section is seeking an intern to assist with logistical, research, and organizational assistance during the preparation and implementation of the Embassy's activities marking the 100th Anniversary of the Founding of the Czechoslovak Republic and the 25th Anniversary of Slovak Independence. Other duties could include research, maintaining files, assisting with the organization of events, working with databases, and public outreach for other Public Affairs Events as well as other duties as assigned.

ELIGIBILITY:

Only Slovak citizen students who are non-U.S. citizens are eligible for the Local Intern Program.

The student must be at least 18 years of age, currently enrolled in an accredited university/college.

The student intern must be in good academic standing and provide a certified transcript from their educational institution as verification. The student must also provide written permission from the educational institution that he/she can perform volunteer work with the U.S. Embassy in Bratislava.

RESPONSIBILITIES OF INTERNS:

Interns are expected to follow all U.S. Embassy regulations regarding conduct and performance. Interns are subject to termination at any time at the discretion of the Embassy.

Each intern must complete and submit the following:

- Application and resume
- Statement of interest form

QUALIFICATIONS REQUIRED:

Applicants must address each selection criterion detailed below with specific information supporting each item in order to be considered qualified.

Education: Present enrollment in a university or college

Language: Level IV Slovak language skills and Level III English (good working knowledge) are required.

The selected student(s) must **pass a background check** and **receive a security clearance** before commencement of the internship.

TO APPLY:

Interested applicants for the internship must submit:

A current resume or curriculum vitae in English.

Any other documentation (e.g. certificates, awards)

SUBMIT APPLICATION TO:

By mail: Human Resources Office, U.S. Embassy, P.O. Box 309, 814 99 Bratislava
By e-mail: HROBratislava@state.gov

Point of contact: Telephone: 02/5922 3231/5922 3019