

**ANNOUNCEMENT  
FOR FOREIGN NATIONAL INTERNSHIP OPPORTUNITY  
WITH THE  
AMERICAN EMBASSY VIENNA**

**ANNOUNCEMENT NUMBER: I 10-01**

**OFFICE/LOCATION:** Community Liaison Office (CLO)

**WORK HOURS:** Upon agreement, minimum 20 hours per week

**STARTING DATE:** Throughout the year

**DURATION:** Minimum 2 months, maximum 4 months

**OPEN TO:** Austrian or other Non-U.S. Citizen students, with a valid permanent residence permit for Austria, who are enrolled as full-time students at one of the Universities or "Fachhochschulen" in Vienna. Students must be at minimum 18 years of age.

**BASIC FUNCTION:**

The CLO staff strives to provide information to the future and current Tri-Mission community about living in Vienna and enjoying Vienna. CLO's goal is to help maintain a high morale at post through activities and events that are relevant and interesting to the current U.S. Missions community, employees and their families upon arriving in Vienna, assisting with family member employment, and providing education information.

An Internship with CLO offers opportunity to become familiar with the diplomatic community and to be part of the intercultural exchange. The intern assists with planning and advertising events, providing information to customers and researching for information for the Embassy newsletter.

*The internship is on a volunteer basis. Note: no benefits, compensation, n or any future employment rights accrue as a result of an internship.*

**QUALIFICATIONS REQUIRED:**

**Studies:-** Majoring in one of the following studies: English studies or tourism or a related field.

**Education:** Completion of Austrian Matura or International Equivalent.

**Languages:** German: Fluency in speaking/reading/writing.  
English: Fluency in speaking/reading/writing.

**Knowledge/Abilities/Skills:** Good computer skills (MS Office, Internet)

**APPLICATION PROCEDURES:**

Application language is English. Interested applicants should submit:

- The completed form "Application for Internship": please see website of the U.S. Embassy for downloading the form: [Application for Internship](#)

- A Statement of Interest describing the applicant's objectives and motivations in seeking an internship with the U.S. Mission.
- Documentation of status as a full time student at a University or "Fachhochschule" in Austria (i.e. "Inskriptionsbestätigung").
- Documentation of legal residency in Austria

**SUBMIT APPLICATIONS TO:**

American Embassy  
Human Resources Office (HRO), FN Internship  
Boltzmannngasse 16  
1090 Vienna

or FAX: 313 39 - 2907

**SELECTION PROCESS:**

1. After an initial application screening, qualified applicants will be invited for an interview.
2. A computer test and language testing may be conducted.

**ADDITIONAL SELECTION CRITERIA:**

1. Students must have a valid health insurance.
2. Successful candidates will be required to pass a security and a medical certification.

*All selections are made consistent with the State Department's Non-Discrimination Policy and with the Austrian Gleichbehandlungsgesetz to not discriminate among applicants on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.*