

ANNOUNCEMENT
FOR FOREIGN NATIONAL INTERNSHIP OPPORTUNITY
WITH THE
U.S. MISSIONS IN VIENNA

ANNOUNCEMENT NUMBER: I 05-02

OFFICE/LOCATION: U.S. Commercial Service Vienna

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 Austria. Students must be at minimum 18 years of age.

BASIC FUNCTION:

The U.S. Commercial Service assists U.S. companies to do business in Austria with market research, matchmaking services, and support in all aspects of their export activities to Austria. At the same time, we help Austrian firms find U.S. suppliers and joint venture partners, as well as offering our support in all aspects of their import from the United States. To support these objectives, this office analyzes information on the Austrian market, facilitates contacts with Austrian businesses, promotes U.S. products, advocates U.S. business interests, and more. Within this framework, interns will assist our staff with a combination of administrative and analytical duties:

- maintenance of our CRM and FUSE databases
- content management of the CS Vienna website
- answering routine business inquiries and document filing
- assistance with the organization of ongoing projects such as trade missions, trade shows, publications, seminars, etc.
- assistance with the collection of information for industry-specific market research
- a special project may be assigned to an intern, depending on the needs of this office and the abilities of the intern to complete the project

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

QUALIFICATIONS REQUIRED:

Studies:- Major in one of the following studies: International Relations, Economy, Marketing, languages, 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)

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
Boltzmanngasse 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 will 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 clearance.

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.