

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

ANNOUNCEMENT NUMBER: I 11-03

OFFICE/LOCATION: Public Affairs Section (PA)

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 Public Affairs Section is dedicated to helping people in other countries understand the policies of the U.S. government as well as the American Peoples' ideas and values. Public Affairs Vienna seeks to explain U.S. government policies and to build stronger institutional and cultural ties between the United States and Austria using the full spectrum of public diplomacy resources, including academic and professional exchanges, informational publications, seminars and conferences, media outreach, speaker programs, research and documentation, satellite digital video conferencing, Embassy website and Embassy Facebook and Twitter pages and by linking institutions in Austria with counterparts in the United States.

An internship with PA offers opportunity to become familiar with the public affairs work of a diplomatic mission. The intern assists with planning and organizing PA events, helps with research and reporting requirements, data entry and communicating with contacts.

Internships are offered at all sections of the Public Affairs Section, the American Reference Center, the Cultural Affairs Section, Exchanges and the Press Section.

QUALIFICATIONS REQUIRED:

Studies:- Majoring in one of the following studies: Political Science, International Relations, Journalism, Business, or English studies.

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 E-Mail: vacanciesvie@state.gov

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.