

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

ANNOUNCEMENT NUMBER: I 11-02

OFFICE/LOCATION: Regional Security Office/Investigative Unit (RSO/IU)

WORK HOURS: 16 hours per week/4 days

STARTING DATE: As soon as possible (i.e. May 2011)

DURATION: 3 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 Investigative Unit (IU) is part of the Regional Security Office (RSO). The office is working for the federal police force of the Department of State, the Diplomatic Security (DS), and is responsible for the liaison with security related Austrian authorities. The office supports the Embassy in all security relevant issues outside of the Embassy and coordinates with Austrian law enforcement.

An Internship with RSO/IU offers opportunity to become familiar with the diplomatic community and to be part of the Regional Security Office. The intern assists with security planning for events, helps with security projects, and attends meetings inside and outside of the embassy.

The internship is on a volunteer basis. Note: no benefits, compensation, nor any future employment rights accrue as a result of an internship.

QUALIFICATIONS REQUIRED:

Studies:- Majoring in one of the following studies: Security related studies or Law.

Education: Completion of Austrian Matura or International Equivalent.

Languages: German: Good working knowledge in speaking/reading/writing.

English: Good working knowledge 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
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.