

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

ANNOUNCEMENT NUMBER: I 08-01

OFFICE/LOCATION: Global Employment Initiative/Strategic Networking Assistance Program (GEI/SNAP)

WORK HOURS: Upon agreement, minimum 10 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 Global Employment Initiative (GEI) provides a variety of client services to assist spouses of employees of the Embassy to locate employment outside the mission. The intern will provide assistance to the GEA (Global Employment Advisor).

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:- Major in one of the following studies: Economy, Marketing, Law 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 by the CLOSING DATE:

- 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.