

U.S. Consulate-General Chiang Mai, Thailand
Foreign National Student (Thai) Internship Program 2011

The Foreign National Student (Thai) Internship Program will be offered from March 14 to May 13, 2011, during the summer break.

Applicants must meet the following criteria:

- (a) Be full-time students at an accredited Thai university during the internship program;
- (b) Have already completed two years of university studies at time of application;
- (c) Be at least 18 years old;
- (d) Have their schools' endorsement;
- (e) Have a GPA of 2.8 or higher; and
- (f) Possess good working knowledge of English.

Interested students should submit an application with a verification letter of student status and a statement of interest **through the university's Student Affairs Office no later than November 26, 2010.** Students must identify the position number(s) of the position(s) they are applying for on their applications.

Internships will be offered in the following offices/organizations:

- | | |
|-------------|--|
| CSIP#2011/1 | Economic Section |
| CSIP#2011/2 | Public Affairs Section (Cultural Affairs) |
| CSIP#2011/3 | Public Affairs Section (Media/Communication) |
| CSIP#2011/4 | Community Liaison Office |
| CSIP#2011/5 | Consular Section (2 positions) |

Attachments:

1. Job Descriptions and Qualifications
2. Application Form

Attachment 1: Job Descriptions and Qualifications

CSIP#2011/1

Office / Organization: Economic Section

Job Description:

- Assist to research for information and report on economic issues including topics in cross-border trade between Lower Mekong countries and air quality issues in the Northern Region
- Provide administrative support on on-going projects including organizing resources to promote the Chiang Mai Creative City and the World Intellectual Property Day
- Perform other duties as assigned

CSIP#2011/2

Office / Organization: Public Affairs Section (Cultural Affairs)

Job Description:

- Provide support for regular cultural and educational programs (e.g. U.S. speaker program, IVLP, American Corner, receptions)
- Provide support for the 60th anniversary related-events
- Survey the opportunities to engage the Consulate's mission into local community/ public's events
- Monitor and organize inventory (promotional items, publications)
- Perform other duties as assigned

CSIP#2011/3

Office / Organization: Public Affairs Section (Media/Communication)

Job Description:

- Handle news clipping/ monitoring
- Draft press release/ advisory
- Design and produce brochures/ posters, including other promotional materials
- Assist on online communication (Facebook, website update) and translation
- Update press contact database.

- Survey online platform to seek opportunities to engage the Consulate's mission into online community in the region.
- Perform other duties as assigned.

CSIP#2011/4

Office / Organization: Community Liaison Office

Job Description:

- Provide logistics and administrative support include data entry and draft correspondence;
- Provide support and participate during special projects and events, such as holiday parties, CLO lunches and outings, etc.
- Perform other duties as assigned.

CSIP#2011/5 (2 positions)

Office / Organization: Consular Section

Job Description:

- Assist in Nonimmigrant Visa (NIV) and routine American Citizen Services (ACS) during peak season
- Assist in emergency ACS cases including accompanying officers or other Consular staff to visit outside locations
- Serve as the translator for American officers
- Provide administrative support including data entry, document screening
- Perform other duties as assigned

Below are job qualifications for vacancies number 1-5

- Candidate with interest in economics, social environmental issues, communication media, cultural affairs, or currently enrolled in Business Administration, Communication Arts, Arts, or other related field
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be enthusiastic, creative, able to work independently, and willing to perform tasks as assigned

Number of required hours:
40 per week (flexible)

*****Please note that the above vacancies are unpaid jobs.***

Attachment 2: Application Form (see next page)

9. **LANGUAGES:** (Identify the language and indicate extent of your competence for each :
 5 = fluent; 3 = good; 1 = fair; 0 = not at all)

<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>	<u>UNDERSTAND</u>
English _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. **SPECIAL QUALIFICATIONS AND SKILLS:**

List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.

11. **TRAINING RECEIVED:**

List training received in areas applicable to the internship position in which you are applying.

12. **EMPLOYMENT (if applicable):** Begin with your most recent position and work backwards.

A. NAME AND FULL ADDRESS OF EMPLOYER: _____

B. DATES WORKED (month/day/year) : FROM _____ TO _____

C. EXACT TITLE OF POSITION: _____

D. NAME, TITLE, AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

E. DESCRIPTION OF WORK (Describe specific duties, responsibilities, and accomplishments):

F. NUMBER OF HOURS WORKED PER WEEK: _____ NUMBER OF EMPLOYEES YOU SUPERVISED: _____

G. REASON FOR LEAVING: _____

13. **HAVE YOU EVER WORKED FOR THE U.S. GOVERNMENT?** YES ____ NO ____
- HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION? YES ____ NO ____
- PLEASE EXPLAIN: _____
- _____

14. COMPUTER SKILLS

How do you rate your computer skills (please circle):

5 = excellent; 3 = good; 1 = fair; 0 = none

List computer programs in which you have experience.

15. **REFERENCES** List three persons not related to you by blood or marriage who are qualified to supply definite information regarding your character and suitability for employment under the program. Do NOT include former employers (i.e., supervisors).

	NAME	MAILING ADDRESS	TELEPHONE NUMBER	OCCUPATION
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

16. **YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

- I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.
- I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite.
- I understand that, if I am provisionally selected, an Embassy-required medical examination and medical certification is a prerequisite.
- I consent to the release of information about my ability and fitness for the Intern Program by employers, schools, law enforcement agencies and other individuals and organizations to Embassy-authorized investigators and personnel.
- I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature

Date

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)

UNIVERSITY/SCHOOL/EDUCATIONAL INSTITUTION:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. **Duplicate continuation sheets as necessary.**

Name and full address of current institution:

Name, title and telephone number of instructor:

Dates Attended (Month/Year) _____ Diploma/Degree/Certificate: _____

Date Received: _____ Major Field of Study: _____