



U.S. Embassy Prague, Tržiště 15, Praha 1

[prague.usembassy.gov](http://prague.usembassy.gov)

**SUBJECT:** **JOB OPPORTUNITY: STUDENT INTERN**

**OPEN TO:** **University Students**

**POSITION:** **Unpaid Student Intern**

**OPENING DATE:** **12/02/2014** **CLOSING DATE: 12/19/2014**

**WORK HOURS:** Part-time; 15-20 hours/week

**LENGTH OF HIRE:** Spring 2015 – Fall 2015 (6 months)

**SALARY:** Unpaid internship (At the conclusion of the internship a letter of reference will be issued)

The U.S. Embassy in Prague, Czech Republic, is seeking an employee for the part-time position of Student Intern in the U.S. Commercial Service section.

The position is 15-20 hours per week with a flexible schedule (depending on class schedule, working hours can be scheduled in the mornings or afternoons, half days or full days). Embassy working hours are 0800-1630, Monday-Friday. Occasional evening hours are required for receptions and other events. Working hours may need to be adjusted or cut back during school exams.

#### **BASIC FUNCTION OF POSITION**

The Commercial Section of the U.S. Embassy assists U.S. companies in doing business in the Czech Republic; it promotes the export of U.S. goods and services and protects U.S. business interests in the Czech Republic. Interns work on a variety of projects focused on business, under the supervision of one Commercial Assistant, five Czech industry experts and one American Commercial Service Officer. Duties include telephoning and emailing prospective Czech business partners, doing interpretation work for U.S. companies, collecting and analyzing information for use in market research reports, event management and some clerical/administrative duties. Interns must have a strong background in international business or economics, good interpersonal skills, excellent communication and presentation skills (spoken and written Czech and English), good computer skills, flexibility, and a positive attitude.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. University students (must be an enrolled student for the duration of the internship). The university approval with unpaid student's internship is required. (The U.S. Embassy has a working agreement in this regard with the University of New York in Prague. Applicants from other universities have to secure an agreement for an unpaid internship on their own).
2. Czech language knowledge, spoken and written, (fluent - 4/4) is required. English language knowledge, spoken and written, (fluent - 4/4) is required.
3. A minimum of six months commitment is required (longer terms are possible if both parties agree) as well as commitment to work 15 to 20 hours a week.

## ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

## TO APPLY

Interested candidates for this position must submit the following:

1. A cover letter explaining why they are a good fit for this internship.
2. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or
3. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
5. Any other documentation (e.g. essays, writing samples, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.



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**SUBMIT APPLICATION IN WRITING BY E-MAIL TO:**

[HROPrague@state.gov](mailto:HROPrague@state.gov). Please include “Intern – Commercial Section” in the subject line.

Or by fax to: 257022811

Or by mail to:  
Human Resources Office  
American Embassy Prague  
Trziste 15  
118 01 Prague 1, Czech Republic

**CLOSING DATE FOR THIS POSITION: 12/19/2014**

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.