

# VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

Embassy of the United States of America

Helsinki, Finland

**Position Title:** Volunteer Student Intern Office of Defense Cooperation

**Location:** American Embassy, Helsinki/Office of Defense Cooperation Section

**Salary and Grade:** Unpaid

**Schedule:** Flexible (18 hours per week), temporary position

**Opening Date:** August 15, 2016

**Closing Date:** Until filled

**Security/Medical:** U.S. Mission issues medical/non-sensitive security clearance

Two positions are open September 2016 through January 2017; two positions are open May 2017 through August 2017

## PERTINENT APPLICATION INFORMATION

**Application Procedures:** Interested applicants must submit their applications and pertinent supporting documentation to:

American Embassy  
Human Resource Office  
Itäinen Puistotie 14  
00140 Helsinki  
Email: [hroh@state.gov](mailto:hroh@state.gov); tel. 09/6162-5218

### Please note:

- Application language is English, i.e. letter of introduction and CV or resume only
- Certificates, awards or degrees in English or Finnish do not need to be translated
- Applicants must provide an enrollment confirmation from the university/school
- U.S. Mission does not refund travel expenses incurred by the interview
- Eligibility requirements: The U.S. Mission will only accept applications from non-U.S. citizens. The purpose of the Volunteer National Student Intern Program is to offer local students the challenge of working in the Foreign Affairs arena.
- There are no benefits to this internship and no compensation, nor any future employment rights. The U.S. Mission will consider issues such as conflict of interest and nepotism in determining successful candidacy.

## **BASIC FUNCTION OF POSITION**

Develop understanding of current analysis on a wide array of geopolitical topics as they relate to Finnish Defense. Produce weekly summary of relevant events.

Assistance in drafting correspondence related to Foreign Material Sales, Agreements, exercise/training planning, and other areas of defense cooperation.

Coordinate activities associated with program management reviews (other meetings as required) occurring within Finland.

Develop a strong understanding of the organizations that support Finnish and US cooperation.

Develop weekly activity report for Office of Defense Cooperation.

## **REQUIRED QUALIFICATIONS**

Applicants must address each selection criterion detailed below with specific information supporting each item in order to be considered qualified.

**Education:** Currently enrolled in University or University of Applied Sciences degree program focused in international relations, business, engineering politics, or military studies.

**Experience:** Basic level of research and writing experience in English is preferred.

**Languages:** Fluent (IV) spoken and written English.

**Knowledge, Skills and Abilities:** Organization skills and good communication skills required. Proficiency in computers, data handling and Microsoft Office products.

**CLOSING DATE FOR THIS POSITION:** Until filled.

The U.S. Mission in Finland 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.