

**AMERICAN CONSULATE GENERAL  
HAMILTON, BERMUDA  
ANNOUNCEMENT NUMBER: 14-02**

**OPEN TO:** U.S. Citizen Eligible Family Member - Students

**POSITION:** Summer Hire

**OPENING DATE:** March 11, 2014

**CLOSING DATE:** March 31, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*OSHP: US\$7.25 per hour  
(Position Grade: FP-EE)

The American Consulate General is offering Summer Hire to children of direct hire employees who are at least 16 years of age but not more than 24 years of age and are currently enrolled in school. Must be able to work for a minimum of four weeks total.

**BASIC FUNCTION OF POSITION**

Provide administrative support to the Consular Section, including but not limited to day-to-day Non-Immigrant Visa and American Citizen Service processing - intake, greeting customers, entering data, scanning documents, copying documents, and passing back passports to customers; updating the list of notary public signatures, reviewing and deleting open Non-Immigrant Visa cases, and entering arrest records for arrested Americans. Assist Management section on special projects, such as the annual education allowance survey. Assist with official Fourth of July party preparation and take down and other duties as assigned.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Level III English – good working knowledge - is required.
2. General understanding of office procedures and etiquette.
3. A sound working knowledge of Microsoft Office including Microsoft Outlook is required.

## **SELECTION PROCESS**

Position is open to U.S. Citizen Eligible Family Members who currently attend school and are at least 16 but not more than 24 years of age at time of appointment of this position.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested candidates for this position should submit the following:

1. Application for Federal Employment (DS-1950);
2. A current resume or curriculum vitae; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Via E-Mail:

[hamiltonhr@state.gov](mailto:hamiltonhr@state.gov)

By Mail:

Attention: Raynae Fleming  
American Consulate General  
P.O. Box HM 325  
Hamilton HM BX

Via Facsimile:

441-296-9233

Attention: Raynae Fleming

**CLOSING DATE FOR THIS POSITION: March 31, 2014**

An Equal Opportunity Employer