

U.S. Embassy, Amman
Jordanian Student Intern Program
Vacancy Announcement

ANNOUNCEMENT NUMBER: JSIP 2016-23

OPEN TO: Students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – Military Assistance Program

OPENING DATE: March 16, 2016

CLOSING DATE: March 31, 2016

INTERNSHIP DURATION: Full time for the months of July and August

SALARY: None – voluntary work

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the Military Assistance Program.

INTERNSHIP OFFICE: Military Assistance Program

JOB DESCRIPTION:

The incumbent will do scanning for thousands of records into digital forms, electronic filing, and other administrative duties requested by the supervisor.

BASIC QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Must have bona fide intention of continuing to pursue education immediately following the internship. Last semester students will not be accepted;
3. Have university's permission;
4. Be in good academic standing; and
5. Good English. English proficiency will be tested.

NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.

TO APPLY:

Interested students for this position should submit the following or the application will not be considered:

1. C.V. or Resume.
2. Letter of Recommendation from a professor.
3. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
4. Transcripts that provides student status.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through AmmanInternship@state.gov.

An Equal Opportunity Employer

The U.S. Mission in Jordan 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 U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.