

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

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**ANNOUNCEMENT NUMBER: JSIP 2016-24**

**OPEN TO:** Students enrolled at accredited Jordanian universities

**POSITION:** Student Intern Volunteer (2 Engineers) – Overseas Buildings Operations (OBO)

**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 two university students for summer intern positions with the Overseas Buildings Operations Section.

**INTERNSHIP OFFICE:** Overseas Buildings Operations Office

**JOB DESCRIPTION:**

Interns should be a Civil Engineering or Architectural major student.

Intern should assist the OBO staff in office-related admin issues.

Intern should be able to shadow the OBO engineers during field inspections.

Intern should assist with organizing and filing design drawings, shop drawings, and submittals.

Intern should have computer skills to assist in ACAD sketches preparation and Power Point presentations.

Intern will have great opportunities in learning the engineering trades from the ongoing construction.

**BASIC QUALIFICATIONS REQUIRED:**

1. Be a full-time student at an accredited Jordanian university and third year students;
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](mailto: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.