

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

ANNOUNCEMENT NUMBER: JSIP 2015-05

OPEN TO: 3rd and 4th year students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – Information Systems Center

OPENING DATE: March 23, 2015

CLOSING DATE: April 16, 2015

INTERNSHIP DURATION: During university summer break 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 Information Systems Center.

INTERNSHIP OFFICE: Information Systems Center (ISC)

JOB DESCRIPTION:

The summer intern/Hire will be tasked to organize the ISC Store rooms . They will also assist the ISC Staff with setting up and repairing the computer hardware and printers; also they will be helping the ISC staff with their upcoming projects such as (upgrading computers, changing standalone printers with network printers, cabling etc.); Will participate in help desk duties and trouble calls.

The summer hire should be willing to learn and work together with LAN Admin staff in the team environment to support user problem, such as network cable issues or configuring a network printer on the user account.

BASIC QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Be at least 18 years old;
3. Have already completed two years of university;
4. Be a 3rd-year or 4th-year student with a bona fide intention of continuing to pursue a course of study or training immediately following the internship;
5. Have university's permission;
6. Be in good academic standing; and

7. Level 4 English. English proficiency will be tested.

SPECIFIC QUALIFICATIONS REQUIRED:

1. Good knowledge of Microsoft Office suite and typing skills.
2. Strong knowledge of computer concepts and hardware.
3. Some knowledge of Windows 7 O/S.
4. Good knowledge of PC hardware maintenance and troubleshooting such as replacing hard drive or installing additional memory.
5. Good knowledge of computer networking and network troubleshooting.

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. Any other documentation (e.g., transcripts, high school diploma, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

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

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

CLOSING DATE FOR THIS POSITION: April 16, 2015

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.