

SUMMER 2015 INTERNSHIP PROGRAM

Voluntary internships are available during summer 2015 at the U.S. Embassy in the Kyrgyz Republic. These internships provide an excellent opportunity for local students to gain valuable work experience in a foreign affairs environment. There are no benefits, compensation or future employment rights attached to these internships.

Location

Students will be offered an internship at U.S. Embassy Bishkek.

Duties

Intern duties may vary according to the section of assignment.

Eligibility Requirements for Local Students

- Must be at least 18 years of age at the time internship begins.
- Must have been enrolled full-time in University as undergraduate or postgraduate students at the time the internship begins.
- Must be returning to university studies upon completion of the internship.
- Must be in good academic standing.
- Must be available to begin the internship in June 2014. Interns usually serve for approximately 8-10 weeks during the summer.
- Must be available to work 20-40-hours a week.
- Must have excellent English language proficiency.
- Substantial computer skills with a background in Excel, Word, and other Microsoft products required.
- Must have leadership skills, be goal-oriented and self-organized with good communication skills, and be able to work on a team.

Qualifications

The Embassy will consider local students with a broad range of majors, such as humanities and arts, social sciences, business or economics, public administration, finance, accounting, journalism, political science, computer science as well as majors identified with international affairs.

The U.S. Mission will also consider issues such as conflict of interest, nepotism, residency status, and whether the internship applicant has a work permit.

Hosting Sections and Specific Requirements

- **Financial Management Center:** Advanced knowledge of such programs as Word, Excel, Access (data entry, spreadsheets, etc.), XEROX machine, scanner.
- **Human Resources Section:** Administrative skills required. Looking for self-disciplined and self-organized candidates with strong attention to details, good communication skills, and ability to keep information confidential.
- **Management Section:** Computer skills: MS Office (Excel, Word, PowerPoint). Translation skills.
- **Facility Management Office:** Data entry skills (Excel and Word)

- **Information Management Office:** Microsoft Windows 7, knowledge of basic computer hardware, ability to lift 10kg is desired.

Application Process

- Interested applicants must submit their applications and supporting documentation by e-mail (no paper applications will be accepted) with the subject line, “Student Internship Program” to: BishkekHR@state.gov. The following documents must be submitted:
 1. The application form (attached) must be completed in English.
 2. A one-page statement of interest in English, describing motivation for pursuing an internship at the Embassy and specifying the section (one only) where the student would like to work.
 3. University transcripts documenting education (these documents do not need to be translated into English).
- The **deadline** for applications is **March 20, 2015**. No applications will be accepted after this date. Incomplete applications will not be considered.
- Only the highest-ranking applications will be selected for an interview. Please note that only short-listed candidates will be notified.

More Information

For more information, please contact Human Resources at BishkekHR@state.gov.