



U.S. Embassy Vilnius  
Human Resources Office

---

Student Internship Opportunity  
Reference number: POLEC 01/2011

---

<b>Internship:</b>	Student Intern in Political/Economic Section
<b>Open to:</b>	Foreign National Students, non-U.S. citizens
<b>Opening Date:</b>	January 10, 2011
<b>Closing Date:</b>	January 23, 2011
<b>Work Hours:</b>	10 – 20 hours per week
<b>Duration of Intership:</b>	minimum of 3 months

**NOTE:** This program is entirely on a volunteer basis; there is no compensation attached to this internship and no benefits, nor any future employment rights. Service is not creditable for leave accrual.

**Duties:** • Arrange meetings, develop agendas and materials, and otherwise assist a U.S. trade delegation of businesses and government leaders to Lithuania; • Assist visits by US political and economic representatives to Lithuania; • Help organize conferences and events hosted by the Embassy; • Update periodic reports - such as the Country Commercial Guide - with new annual statistics; • Respond to business inquiries and assist in the preparation of Gold Key and other Commercial Services; • Set up meetings with business and political leaders; • Other duties related to economic work as needed.

**Requirements:** Good working knowledge (level III) of English language speaking, reading and writing ability. Fluent in Lithuanian. Able to use basic computer equipment and software (e.g. e-mail, word processing, spreadsheets, etc.). General knowledge of Lithuanian history, politics and economics. Basic knowledge of U.S. economics. Must be well-organized, proactive, a good team player, flexible and creative.

**Eligibility criteria:** Must be at least 18 years of age at the time of appointment. Only students who are non-U.S. citizens in the host country are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country. Must be a student in good academic standing. Must have demonstrated the potential to accomplish the type of work to be performed. Provide a certified document from the educational institution that the student is enrolled. If selected, the student must pass a background check and receive security and medical certifications before commencement of the internship.

**To apply:** To be considered eligible, documentation must be submitted to the Human Resources Office prior to the announcement's closing date:

1. **CV;**
2. **Statement of Interest**, which should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the embassy's goals/office needs;
3. **Certified document** from educational institution that the student is enrolled.

**Submit all documents to:** Human Resources Office, U.S. Embassy, Akmenu 6, Vilnius  
or [HROVilnius@state.gov](mailto:HROVilnius@state.gov)