



U.S. Embassy Vilnius
Human Resources Office

Student Internship Opportunity

Reference number: 01/2014

Internship:	Student Intern in Public Affairs Section
Open to:	Foreign National Students, non-U.S. citizens
Opening Date:	April 9, 2014
Closing Date:	April 25, 2014
Work Hours:	At least 4 hours per day Monday through Friday, 20 hours per week (could be more if desired)
Duration of Internship:	Minimum of 3 months
Start of Internship:	September 2014

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: Assist the Public Affairs Section in several tasks, including: • Design and implementation of different digital outreach campaigns; • Creation of graphical (logos, banners) and video content for U.S. Embassy's website and social media; • Video recording of the events; • and Production of short promotional video clips.

Requirements: • Good working knowledge (level III) of English language speaking, reading and writing ability. Fluent in Lithuanian. • Must have knowledge of design, composition and video editing. • Must be familiar with design and video editing software such as Adobe Photoshop, Illustrator, Premiere, After Effects, etc. • Must be able to use professional video camera. • Must be well-organized, 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 Lithuania are eligible for the intern program, including any non-Lithuanian nationals who are legal resident students of Lithuania. 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