



U.S. Embassy Vilnius
Human Resources Office

Student Internship Opportunity

Reference number: PAS 03/2013

Internship:	Student Intern in Public Affairs Section
Open to:	Foreign National Students, non-U.S. citizens
Opening Date:	November 4, 2013
Closing Date:	November 18, 2013
Work Hours:	At least 3 hours per day Monday through Friday, 15 hours per week (could be more if desired)
Duration of Internship:	minimum of 3 months
Start of Internship:	February 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: • working with the Media Assistant in the translation of newspaper and magazine articles and televised news summaries from Lithuanian to English; • working with Cultural Affairs staff to organize events; • working on various special projects; • and working in the American Center library to help with cataloguing as well as performing online research on media and political topics in Lithuanian 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. word processing, spreadsheets, etc.). • Strong knowledge of Lithuanian history, politics and economics. Strong knowledge of current political events. • Applicant must be enrolled in a bachelor's degree program or possess a bachelor's degree.

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