



# VACANCY ANNOUNCEMENT

FY15-L02

*Issued by the JAS Human Resources Office - Tri-Missions, Brussels*

The Public Diplomacy Office of the U.S. Embassy in Luxembourg has an opportunity for a

## FOREIGN NATIONAL INTERN

- Open to:** The Foreign National Student Internship Program is only open to non-U.S. citizens\* who are legally resident in Luxembourg and who are enrolled in post-baccalaureate programs at a college or university in Luxembourg.
- Position:** Unpaid, 3-month Internship covering any period that is mutually agreed upon by Public Affairs at the Embassy and the intern.
- Opening Date:** June 5, 2015
- Closing Date:** Open
- Work Hours:** Flexible, but approximately 15 to 20 hours per week

\*Note: U.S. citizens (including dual nationals) interested in interning at the U.S. Embassy should apply via <http://careers.state.gov/students/programs>.

### General Information

The Human Resources (HR) Office in Luxembourg administers the Foreign National Student Internship Program (FNSIP). The purpose of the Foreign National Student Internship Program is to provide students the opportunity and challenge of working in a foreign affairs arena and at the same time profit from their assistance. Interns may earn academic credit from their educational institutions and their supervisors are expected to serve as their mentors, providing feedback as necessary to the intern and the academic institution. The supervisor is required to complete an evaluation letter of recommendation or other documentation upon the successful completion of the internship. There are no benefits attached to the FNSIP, no compensation, leave accrual, nor any future employment rights.

### Intern Eligibility Criteria:

- Be at least 18 years of age.
- Be currently enrolled in a post baccalaureate program in good academic standing in Luxembourg and able to provide a certified transcript or other school records to verify academic standing.
- Complete a "Convention de Stage" signed by the current academic institution. The Convention de Stage must include school medical insurance.
- Meet the requirements of the advertised internship opportunity.
- Demonstrate the potential to accomplish the type of work to be performed.
- Be able to obtain a sensitive but unclassified (SBU) security certification.
- Be able to receive a medical certification.
- Be available for a minimum of ten consecutive weeks, but this is flexible based on need.
- Prove that they are insured for the duration of the internship.

### Basic Function of Position

The Public Diplomacy intern will assist with ongoing public diplomacy projects including, but not limited to, educational exchanges, cultural exchanges, WWII commemorations, youth engagement and other types of public outreach. In addition, assistance with press monitoring and translation is required. Monitoring and maintenance of social media sites is required.

## Qualifications/skills/abilities

- A good working knowledge (level III) in English.
- Fluency (level IV) in either French or German.
- Ability to conduct research and draft in English and French or English and German.
- Very good computer and active use of social media.
- Experience working with the public or providing customer assistance.
- Experience in project development and implementation.

## How To Apply:

If you are interested in applying for an internship, you are required to complete an application form by the deadline contained in the internship announcement.

### Application Filing Procedure:

To be considered, applicants are asked to submit the following documents:

1. An application form – available from:  
[http://photos.state.gov/libraries/luxembourg/210349/pdf/Lux\\_application.pdf](http://photos.state.gov/libraries/luxembourg/210349/pdf/Lux_application.pdf)
2. A statement of interest (motivation letter) to include objectives and motivations in seeking an internship and how academic courses and other experiences relate to the U.S. Embassy's goals and internship opportunity.
3. Name, position, and contact details for at least two referees.
4. Transcript from the educational institution certifying that you passed the previous year.
5. Proof of current enrollment.
6. **Copy of Luxembourg ID card.**
7. Proof of health insurance.

If selected for an internship, the intern will be required to complete a Gratuitous Service Agreement and submit a medical certification.

### Submit application by the closing deadline on the Internship Advertisement to:

[luxembourgpublicaffairs@state.gov](mailto:luxembourgpublicaffairs@state.gov)

or via mail to:

U.S. Embassy Luxembourg  
Human Resources Office  
Attn: Internship Programs  
22, Blvd Emmanuel Servais  
L-2535 Luxembourg

### The selection process:

The Human Resources (HR) Office will work closely with the Public Affairs section on intern selection. HR advertises all internship opportunities on the Internet and social media websites. HR screens applications in accordance with supervisor preferences. Public Affairs Section makes the final selection and HR assists with obtaining security clearances and performs the check-in and check-out process to include an exit interview.

### Equal Employment Opportunity (EEO) Policy:

The U.S. Mission to Luxembourg is committed to fair and equal treatment for all without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.