

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/CON (ACS)

Open to: Eligible Polish Students
Position: Student Intern in the Consular Section (ACS)
Opening Date: April 13, 2014
Closing Date: April 30, 2014
Hours Per Day: 8 hours
Days per week: 2 days per week (16 hours a week, flexible schedule)
Duration: one academic year (October 2015 through June 2016)

Note: All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Consular Section (American Citizen Services).

Major Duties or Projects:

The intern will work on number of projects including updating databases, updating attorneys' lists, organizing and distributing IRS tax forms, researching information on line and updating public information and handouts, updating contact information for use in the ACS part of Emergency Action Plan, maintaining a record of U.S. drivers licenses returned to ACS. The intern will perform written translations of Polish documents and translations from English to Polish of information to be posted on the ACS portion of the Embassy website.

Scope of work and related duties:

The intern will be assigned specific tasks related to the long term projects described above. The intern will participate in preparation of special events such as: warden meetings, voting outreach, crisis management trainings and meetings. The intern will perform recurring administrative tasks and will provide general clerical support to ACS officers and LES staff such as filing, copying, shredding, mail runs, and other tasks as assigned by supervisors.

Qualifications Required:

KNOWLEDGE:

- Knowledge of MS Office applications;

SKILLS:

- Good computer skills (data entry, spreadsheets);
- Good communication skills (data entry, spreadsheets);

ABILITIES:

- Flexibility and ability to prioritize and organize work on specific tasks within an assigned project, ability to work in a team;

LANGUAGE REQUIREMENTS

- Polish and English (Level 3)

Information and application materials are available at

http://poland.usembassy.gov/poland/internship_info.html

<http://photos.state.gov/libraries/poland/123049/pdfs/applicationstudent.pdf>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written certificate from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy
Human Resources Office
ul. Piękna 14a
00-540 Warszawa
Attn. Polish Student Internship Program

Closing date for this position: April 30, 2015

Equal Opportunity Employer