

POLISH STUDENT INTERNSHIP PROGRAM

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

Open to: Eligible Polish Students
Position: Student Intern in the Consular Section (Correspondence Unit)
Opening Date: April 13, 2015
Closing Date: April 30, 2015
Work Hours: 8 hours or fewer hours may be accepted
Days per week: 5 days per week or alternate work time may be accepted
Duration: 12-16 weeks

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 (Non-Immigrant Visa Unit) of the Embassy.

Major Duties or Projects:

Correspondence processing; mail delivery, review, and distribution to the Consular Section units; correspondence and visa related documents translation.

Scope of Work and Related Duties

_1. Processes incoming consular correspondence: responds to public inquiries on consular matters, composes and prepares standard and individualized responses, sends replies by e-mail, fax, and letter, updates existing consular applications based on received correspondence/information. 50%

2. Delivers and distributes mail within the Consular Section, handles incoming courier documents for IV and NIV units. Files, scans and shreds correspondence. 20%

3. Translates received documents including diplomatic notes into Polish. 20%

4. Assists NIV and IV Units as needed. 10%

5. Performs other job related to routine clerical duties as assigned or requested by the supervisor

Qualifications Required

KNOWLEDGE: Basic knowledge of standard office practices and procedures. Basic knowledge of Microsoft Office suite. Familiarity with Polish customs and traditions is required

Skills:

Good computer and keyboard, and general office skills are required

Abilities:

Courtesy and excellent interpersonal skills in dealing with the internal and external clients are required. Ability to utilize Microsoft Office and Internet. Ability to work under pressure.

Language Requirements:

Level 4 (fluent) speaking/reading/writing Polish, and Level 3 (good working knowledge) speaking/reading/writing English. Russian language ability preferred but not required.

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 permission 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