

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/POL-ECON

Open to: Eligible Polish Students
Position: Student Intern in the Political-Economic Section
Opening Date: April 13, 2015
Closing Date: April 30, 2015
Work Hours: 4 – 8 hours per day (flexible schedule)
Days per week: 4-5 days (flexible schedule)
Duration: 8-12 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 Political-Economic Section of the Embassy.

Major Duties or Projects:

- **supporting Trade and Investment Officer on issues and activities associated with Post's work and outreach on the Transatlantic Trade and Investment Partnership (T-TIP negotiations)**

Scope of work and related duties:

- **assisting in compiling daily press summaries and related reports,**
- **researching and updating macroeconomic statistics**
- **attending subject matter conferences, seminars, and meetings, as requested**
- **assisting American and Polish colleagues in the Pol-Econ section with other economic/trade duties, as requested**

Qualifications Required:

- **educational background, and strong interest in international economics, international trade, and U.S.-EU relations/EU affairs**

SKILLS

- -- **word processing, data entry, note-taking, and familiarity with office equipment**
-- **experience with Excel and PowerPoint helpful, but not required**

ABILITIES

- the ability to conduct research independently (under the guidance of American/Polish colleagues)
- the ability to attend outside events and produce written summaries

Language requirements:

- strong English language skills, including the ability to write well in English
- native Polish speaker

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

Equal Opportunity Employer