

## **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:** March 5, 2012  
**Closing Date:** March 30, 2012  
**Work Hours:** 4-6 hours/3-4 days per week (minimum 16 hours a week, flexible schedule)  
**Duration:** one academic year (October 2012 through June 2013)

**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, ordering and organizing materials for display in the ACS waiting room, 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 vital records (birth and marriage certificates) and other documents.

#### **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 of MS Office applications;
- Good computer skills (data entry, spreadsheets);
- Good communication skills;

- Flexibility and ability to organize work on specific tasks within an assigned project, ability to work in a team;
- Polish (Level 4) and English (Level 3)

Information and application materials are available at  
<http://warsaw.usembassy.gov/poland/jobs.html>

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: March 30, 2012

Equal Opportunity Employer