

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/ODC

Open to: Eligible Polish Students
Position: Student Intern in the Office of Defense Cooperation
(Two Positions)
Opening Date: March 5, 2012
Closing Date: March 30, 2012
Work Hours: 4 hours per day
Days Per Week: 3-5 days per week
Duration: 8 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 **two** individuals for the position of Student Interns in the Office of Defense Cooperation.

Major Duties or Projects:

- Typing, filing and organizational skills;
- Ability to deal with high level officials for the US and Polish government offices;
- Maintaining student records, developing international student course listing, basic interpretation (usually from Polish to English).

Qualifications Required

- Second or third year student, interest in government, international relations;
- English (Level 3), Polish (Level 4);
- Excellent typing and data entry skills;
- Knowledge of MS Office Software applications;
- Ability to work as a team member;
- Ability to use office equipment;.
- Ability to multitask and to take direction from several supervisors.

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