

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/CON (NIV) KRAKOW

Open to: Eligible Polish Students
Position: Student Intern in the Consular Section (NIV) KRAKOW
Opening Date: April 13, 2015
Closing Date: April 30, 2015
Work Hours: 4-6 hours or fewer hours may be accepted
Days per week: 5 days per week
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. Consulate General in Krakow 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:

- 1. Loads biographic and visa data into the Consular computer system from CEAC and scans applicants' fingers. Prints visas. Prepares passports with visas to TNT handover. 60%**
- 2. Receives electronic application forms, reviews and corrects entries, verifies all summer work and travel (SWT) applicants according to SEVIS computer program. 10%**
- 3. Uploads completed visa applications from the CEAC website to the local NIV system. Contacts through Salesforce public response with applicants who failed proper submission of application form, scanned wrong photo, etc. 20%.**
- 4. If required, assists NIV officers to interpret/translate during visa interview. Files, scans and shreds documents. Performs other job related to routine clerical duties as assigned or requested by the supervisor. 10%**
- 5. Other related duties as assigned.**

Qualifications Required

Knowledge of basic office practices and procedures. Basic knowledge of Microsoft Office suite. Basic familiarity with Polish customs and traditions is required

Skills:

General office skills and good data entry skills.

Abilities:

Flexibility and teamwork in meeting the workload. Ability to exercise tact in dealing with the public. Ability to work quickly under pressure.

Language Requirements:

Level 4 (fluent) speaking/reading/writing Polish, and Level 3 (good working knowledge) speaking/reading/writing English.

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: Public Affairs Section
US Consulate General, Krakow
Ul. Stolarska 9**

- 3. 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