

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/PAS

Open to:	Eligible Polish Students
Position:	Student Intern in the Public Affairs Section
Opening Date:	March 10, 2011
Closing Date:	March 31, 2011
Work Hours:	4 (2 interns, each working ½ time – this could be 2.5 full days each or half a day each for 5 days)
Days per week:	5 (or 2.5)
Duration:	from May through September (with possible extension)

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 Public Affairs Section of the Embassy.

Major Duties or Projects:

- **Assistance with reporting on Public Affairs Section's cultural and press programs and events, attending embassy events and preparing highlights on them;**
- **Outreach to students, research on various topics, assistance with the graphic design of posters and leaflets,**
- **Providing logistics assistance for embassy events;**

Qualifications Required:

- **The preferred candidate would be a student of political science, international relations, American studies or journalism in the 2nd – 5th year of study; should be out-going, responsible, and oriented in world affairs, with a record of activity at university clubs, student government, non-governmental organizations, or other volunteering activities. The best applicant will be able to suggest fresh ideas for programs and outreach to students**
- **Fluent English and Polish**
- **Good interpersonal and writing skills are essential**

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

NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.

Closing date for this position: March 31 , 2011

Equal Opportunity Employer