

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/PAS-IRC

Open to: Eligible Polish Students
Position: Student Intern in the Public Affairs Section - IRC
Opening Date: May 25, 2012
Closing Date: June 8, 2012
Work Hours: 4-8 hours per day (to be agreed)
Days Per Week: 5 days (flexible schedule)
Duration: 3 months starting in June 2012

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 to hire a Polish Student intern to support Information Resource Center in the Public Affairs Section.

MAJOR DUTIES OR PROJECTS:

- **Creating and updating IRC and other websites as directed by American Information Resource Center (AIRC) staff, IO and AIO. This will make Up about 90% to 95% of the interns' time in the office.**
- **Assisting with other AIRC functions, including research assistance with Public Affairs Section's cultural and press programs and events, Attending embassy events, outreach to students, research on various Topics and providing logistics assistance for embassy events.**

QUALIFICATIONS REQUIRED:

KNOWLEDGE:

- **The preferred candidate would be a student of Library and Information Studies in the 2nd-5th year of study.**

SKILLS:

- **Computer literacy: Word, Excel, MS Outlook – obligatory, general knowledge of graphic programs would be a plus;**
- **Prior website design experience is highly desired;**
- **Advanced research skills in online databases;**
- **Basic knowledge of the technical aspects of the internet, basic or**

- better html experience and basic or better knowledge/experience with PhotoShop and other Adobe products. Some experience with graphic design;**
- **Fluent English and Polish;**
 - **Good Interpersonal and writing skills are essential.**

ABILITIES:

- **The best candidate should be technically-oriented, patient, and willing to work on repetitive data entry tasks related to web updates.**

LANGUAGE REQUIREMENTS:

- **Fluent English and Polish**

Information and application materials are available at
<http://poland.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: June 8, 2012

Equal Opportunity Employer