

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/KRK-MGT

Open to: Eligible Polish Students
Position: Student Intern in the Management Section of Consulate General in Krakow
Opening Date: March 26, 2014
Closing Date: April 11, 2014
Work Hours: 20- 30 hours per week
Days Per Week: Flexible
Duration: Flexible – minimum 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. Consulate General in Krakow is seeking to hire a Polish Student intern to provide general support the Management Section of the Consulate.

MAJOR DUTIES OR PROJECTS:

- Update section's record management program, including creating a retention and removal schedule;
- Overhaul Consulate-wide SharePoint resources, including creating a sustainable process for maintaining updated documents;
- Collaborate with Management Officer and Quality Coordinator on section's Continuous Improvement initiatives

SCOPE OF WORK AND RELATED DUTIES:

● Incumbent will work closely with multiple team members in the Management Section to carry out the assigned projects.

QUALIFICATIONS REQUIRED:

KNOWLEDGE:

- Knowledge of Continuous Improvement (CI) theories beneficial, but not required.

SKILLS:

- Strong capability in Microsoft Office Suit necessary.

ABILITIES:

- **Data analysis, strong creative problem solving skills, ability to understand and apply new/unfamiliar concepts very important.**

LANGUAGE REQUIREMENTS:

- **English Level III and Polish Level IV**

Information and application materials are available at

<http://poland.usembassy.gov/poland/jobs.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 certificate 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: Management Section
US Consulate General, Krakow
Ul. Stolarska 9**

or

**U.S. Embassy
Human Resources Office
ul. Piękna 14a
00-540 Warszawa
Attn. Polish Student Internship Program**

Closing date for this position: April 11, 2014

Equal Opportunity Employer