

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/POL-ECON

Open to: Eligible Polish Students
Position: Student Intern in the Political-Economic Section (two positions)
Opening Date: March 26, 2014
Closing Date: April 11, 2014
Work Hours: 4 – 8 hours per day (flexible schedule)
Days per week: 3-5 days (flexible schedule)
Duration: two – three months between June through to September 2014

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 positions of Student Intern in the Political-Economic Section of the Embassy.

Major Duties or Projects:

- Updating political and economic database respectively and biographies of Prominent politicians, government officials, key economic people;
- Assisting with regular press reviews with respect to topics of interest to POL (Domestic political events, government work, legislation, Polish foreign policy, pol-mil activities, human rights issues) and ECON (Polish economy results, legislation, researching for reports on Polish economy sectors, progress on negotiations of international agreements: TTIP) sections respectively;
- Carrying out research on political and economic topics respectively as needed;
- Drafting correspondence, assisting with setting up meetings;
- Assisting in general with administrative support for the sections.

Scope of work and related duties:

- The interns will read press, follow media news, write reports, conduct research, file, copy, making calls to set up appointments and organize logistics of events/meetings, draft letters.

Qualifications Required:

- **POL Section: general knowledge about major political parties in Poland and major political issues both in internal politics and foreign policy, with particular focus on Polish-US relations**
- **ECON: general knowledge about Polish economy, government role, major industries and companies; desirable interest in economics**

SKILLS

- **Good computer skills (Microsoft Office to include Excel)**
- **Good communication skills**
- **Good typing**
- **Good organizational skills**

ABILITIES

- **Ability to carry out independent research on a given topic, ability to carry out press analyses and write short reports on the basis of press articles**

Language requirements:

- **Fluent English and Polish (speaking, reading and writing)**

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 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:**

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

Equal Opportunity Employer