

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/FCS

Open to: Eligible Polish Students
Position: Student Intern in the Foreign Commercial Service
Opening Date: April 26, 2012
Closing Date: May 10, 2012
Work Hours: 3-5 hours per day
Days Per Week: 5 days
Duration: 6 months or as per student's schedule

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 Polish Student intern to support Foreign Commercial Service in programs and events.

MAJOR DUTIES OR PROJECTS:

- The Commercial Section of the U.S. Embassy assists U.S. companies in doing business in Poland;
- Inters work on a variety of projects focused on business, under the supervision of Polish industry experts and an American Commercial Service Officer;

SCOPE OF WORK AND RELATED DUTIES:

- Duties include telephoning and emailing prospective Polish business partners, doing interpretation work for U.S. companies, event management, market research, and clerical/administrative duties.

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QUALIFICATIONS REQUIRED:

KNOWLEDGE:

- Interns must have an educational background in business, and be interested in learning American business practices.

SKILLS:

- Computer skills required, Excel and Word skills preferred – communication and organizational skills
- Good writing and interpreting skills

ABILITIES:

- Must have good interpersonal skills, flexibility, dependable with a positive attitude

LANGUAGE REQUIREMENTS:

- spoken and written English and Polish Level III

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: May 10, 2012

Equal Opportunity Employer