

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: July 16, 2014
Closing Date: July 31, 2014
Work Hours: 9 a.m. to 4 p.m. randomly participating in business after hours events
Days Per Week: 5 days (flexible schedule)
Duration: 3 months (starting in August 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 to hire Polish Student intern to support Foreign Commercial Service in programs and events.

MAJOR DUTIES OR PROJECTS:

- Promotion of U.S. exports to Poland and Polish investments in the U.S. through various services & projects.

SCOPE OF WORK AND RELATED DUTIES:

- Selecting potential partners for U.S. firms;
- Compiling information on potential partners for U.S. firms;
- Updating FCS data base;
- Clerical duties – working as a receptionist clerk;
- Other duties as required.

QUALIFICATIONS REQUIRED:

KNOWLEDGE:

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

SKILLS:

- Computer skills including Word, Excel, Outlook Express, Adobe;
- Basic knowledge of business customs;
- Team work, communication with business clientele.

LANGUAGE REQUIREMENTS:

- Fluent English and Polish spoken and written

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

Closing date for this position: July 31, 2014

Equal Opportunity Employer