

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/PAS

Open to: Eligible Polish Students
Position: Student Intern in the Public Affairs Section (two positions)
Opening Date: September 1, 2011
Closing Date: September 15, 2011
Work Hours: 20 hours per week (flexible schedule)
Duration: 3 months (with possible of extension)

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 an individual for the position of Student Intern in the Public Affairs Section of the Embassy.

Major Duties or Projects:

- Assistance with reporting on Public Affairs Section's cultural and press programs and events, attending embassy events and preparing highlights on them;
- Outreach to students, research on various topics, assistance with the graphic design of posters and leaflets,
- Providing logistics assistance for embassy events;
- Support for Protocol Office to include arranging and implementing the Protocol Section's representational events, issuing invitations, calling invitees, updating contact data bases.

Qualifications Required:

- The preferred candidate would be a student of political science, international relations, American studies or journalism in the 2nd – 5th year of study; should be out-going, responsible, and oriented in world affairs, with a record of activity at university clubs, student government, non-governmental organizations, or other volunteering activities. The best applicant will be able to suggest fresh ideas for programs and outreach to students
- Fluent English and Polish
- Good interpersonal and writing skills are essential
- Computer literacy/familiarity with computer applications

Information and application materials are available at
<http://warsaw.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: September 15, 2011

Equal Opportunity Employer