



## Local Internship Announcement for U.S. Embassy Lisbon

### **Position Title:**

General Services Intern

### **Position Description:**

The General Services Intern would work in the General Services Office of the U.S. Embassy Lisbon supporting the Embassy General Services Office. The GS intern reports to the GS Officer or Housing supervisor and provides general services and support to the Mission's staff.

### **Specific responsibilities include:**

1. Review of residential requirements for U.S. diplomats
2. Research of local residential areas.
3. Research of local real estate market.
4. Market survey for residential rental market.
5. Review and surveys may be required for greater Lisbon area, Sines area and Azores.
6. Other duties as requested

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen students of Portugal-based universities who wish to gain valuable work experience (and academic credit as permitted by the university) while providing key support to U.S. Embassy Lisbon.

This Internship is unpaid and will last a minimum of 10 weeks and a maximum of three months, working 4 hours per day.

All selected interns will be required to obtain a Security Certification prior to the beginning of the internship.

### **Skills Required:**

- Individual must be fluent in English & Portuguese (Level 3 of 5 in both reading and speaking both languages);
- Excellent typing and data entry skills in both languages;
- Must have extensive experience using the following Microsoft products and information databases;
  - Excel;
  - Word;
  - Outlook (email, calendar, etc);
- Must have an understanding of local real estate market.
- Must have research experience.

### **Education:**

Students must have completed two years and currently enrolled in a university prior to application for an internship and have a minimum grade point average of 14 (on a 20 point scale) for students completing a licenciatura.

Please submit your cover letter and curriculum vitae, in English, by February 28, 2014 to [internshiplisbon@state.gov](mailto:internshiplisbon@state.gov). Please do not send invitations to third party employment websites. They will be automatically deleted.