

FOREIGN NATIONAL STUDENT INTERN ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **47/2015**

American Embassy, Bucharest

Opening Date: November 16 2015

Closing Date: December 7, 2015

Duration of Internship: Up to 6 months

Work Hours: 10-20 hours per week

- Monday: 1300 – 1700
- Tuesday: 1300 – 1700
- Wednesday: 0800 – 1700

Compensation: There is no compensation for volunteer work.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical and administrative duties in support of the Consular Office;
- Participate in special tasks, projects, and/or activities;
- Update spreadsheets and databases;
- Translate and interpret documents from educational institutions;
- Other duties as assigned.

WHO MAY APPLY:

Romanian students or students who are non-U.S. citizens, attending a university accredited in Romania, including any non-Romanian students who are legally resident in Romania.

Legal residence must be verified by submitting all necessary documentation.

Student definition : *An individual who is enrolled, not less than half-time in junior college, college, university or comparable recognized educational institution*

Age: The intern program applicant must be at least 18 years of age at the time of interview .

Potential: The student must have demonstrated potential to accomplish the type of work to be performed.

Transcript and Permission: The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify status. The student must also provide written permission from the educational institution in which the student is enrolled.

QUALIFICATIONS:

- Must have strong organizational skills and demonstrate an above-average attention to detail;
- Must have good working knowledge (level III) English and fluent (level IV) Romanian;
- Must be computer literate in Microsoft Outlook, Word and Excel;
- Must have strong communication and customer service skills;
- Should be personable, flexible, able to work under pressure and handle multiple tasks;
- After selection, the student must receive security and medical clearance.

HOW TO APPLY:

Please provide the following materials by December 7, 2015:

- Statement of Interest: A letter in English expressing interest describing your qualifications for the position, as well as your motivations in seeking the internship and how your academic courses and other experiences relate to this internship (available on the Embassy Website)
- A Curriculum Vitae or Student Intern Application in English (available on the Embassy Website)
- One letter of recommendation from a professor or supervisor acquainted with your work (preferably in English)
- One writing sample (in English)
- Official transcripts of academic standing from educational institution
- Written permission from educational institution to participate in the program
- Gratuitous Service Agreement (available on the Embassy Website)

The information should be addressed to: BucharestInterns@state.gov