



**ACCEPTING APPLICATIONS FOR
LOCAL STUDENT INTERN PROGRAM**
U.S. Mission - Dhahran, Saudi Arabia

**UNPAID LOCAL INTERNSHIP OPPORTUNITY
AS
CONSULAR ASSISTANT - DHAHRAN**

The United States Consulate in Dhahran is seeking applications for a Consular Assistant intern from current university students meeting the following criteria and requirements, to support the consular Section. The Consular Section is responsible for issuing non-immigrant visas and providing routine and emergency services to American citizens in the Eastern Province. This position reports directly to Consular Officer. The intern will be a vital part of daily operations of the consular section and assist with emergency cases as appropriate. Working directly with Foreign Service Officers both inside and outside of the Consular Section, the intern will gain an understanding of operations within the Consulate and the overall U.S. Consulate General Mission in Saudi Arabia. This is an unpaid internship for a minimum duration of 4 weeks.

Open to: Current Saudi Citizen University Students

Selection Criteria: Candidates must be:

- Saudi national (and not a dual nationality U.S. Citizen)
- Applicant must be at least 18 years of age at the time of appointment;
- Enrolled full-time student in a university, trade school, technical or vocational institute, college or comparable recognized educational institute
- Legally residing in Saudi Arabia

Additional Requirements: Candidates must have:

- An Internship Agreement form from their University
- Applicant must be able to pass the medical clearance and a U.S. non-sensitive security clearance
- Applicant must have a medical insurance or should have a local government healthcare eligibility.
- Must pass the language and computer skills tests

Application closing date: February 29, 2016 for an internship starting May 2016

Duration: Minimum four (4) weeks

Schedule: Working hours are from 0800-1700 Sunday-Thursday. Schedule of actual working hours will be determined by the supervisor and mutually agreed between the selected intern and the supervisor.

Basic duties of the position:

1. Data entry Non-Immigrant visa applications for interview;
2. Assist with intake during peak seasons at the first point of entry to the Consulate;
3. Provide support for consular outreach, including creating materials used for outreach;
4. Provide research and analysis on Saudi tourism in the United States;
5. Other duties as assigned.



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Qualifications Required:

- ✚ Education: College studies in Social studies.
- ✚ Experience: Experience in Data entry, processing large number of application; maintaining & creating spreadsheets.
- ✚ Language: Level III in English & Level IV in Arabic.
- ✚ Skills: Interest in event planning. Knowledge of the visa process preferred.
- ✚ Abilities: Good Microsoft Office Skills, data entry skills. Computer skills, organization skills, ability to work as a part of team; interpersonal skills, customer service.

To Apply:

Interested applicants for this position must submit the following prior to the closing date of the Vacancy Announcement and incomplete applications will not be considered:

1. Completed Application Form (*Please specify the semester and the section you wish to apply for*).
2. Statement of Interest outlining objectives/motivations seeking an internship.
3. An Internship Agreement form from their University
4. One letter of recommendation from the educational institute supporting participation in the internship program;
5. A copy of the official transcript of academic standing from institution
6. Duly signed Gratuitous Service Agreement Form
7. Copy of Saudi ID
8. Recent medical certification issued by a reputable healthcare institution stating that the student is healthy and free of any communicable disease, and has vaccination record
9. Copy of insurance card or Hospital medical file card for those availing healthcare services in government owned healthcare facilities

SUBMIT ALL DOCUMENTS AS A SINGLE DOCUMENT (ONE PACKAGE) IN PDF FORMAT

BY EMAIL TO: Riyadhlocalintern@state.gov