



Embassy of the United States of America
Foreign Student (Thai) Intern Program 2015
(Bangkok and Nonthaburi positions)

The Foreign Student (Thai) Intern Program will be offered from June 8 to August 7, 2015. The requirements are:

- Be a full-time student at an accredited Thai university;
- Be a third or fourth year student by the time this internship begins;
- Be at least 18 years old;
- Have a GPA of 2.80 or higher;
- Possess good working knowledge of English; and
- Complete medical and security clearance (after selection).

Interested students should submit an application with verification of student status, transcript, and Thai ID card **by email to BangkokHRCS@state.gov**
(Subject: FNSIP#2015 - Name – Surname and Position Number)

Students must identify the position number(s) of the position(s) they are applying for on their applications. ****Please note that students may apply for up to 3 positions only****

Applications are due no later than January 11, 2015.

Internships will be offered in the following offices/organizations:

Vacancies number 1-11 require students to be currently enrolled in Specific areas of studies.

SIP#2015/1 Economic Section

SIP#2015/2 Political Section

SIP#2015/3 Media Unit, Public Affairs Section (PA)

SIP#2015/4 Information Resource Center Unit/ Public Affairs Section (PA/IRC)

SIP#2015/5 Regional English Language Office Unit/ Public Affairs Section (PA/RELO)

SIP#2015/6 United State Patent and Trade Mark Office (USPTO)

SIP#2015/7 Foreign Commercial Service Office (FCS) **3 Positions**

SIP#2015/8 Comptroller Global Financial Services Office (CGFS)

SIP#2015/9 Department of Homeland Security/Immigration and Customs Enforcement (DHS/ICE)

SIP#2015/10 Program Development Office/ Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)

SIP#2015/11 Governance and Vulnerable Populations Office/ United States Agency for International Development (USAID/GVP)

Vacancies number 12-31 require students currently enrolled in General areas of studies

SIP#2015/12 Performance Management & Awards/Regional Human Resources (RHR)

SIP#2015/13 Recruitment and Staffing/Regional Human Resources (RHR)

SIP#2015/14 Human Resources Operations Center/ Regional Human Resources (RHR)

SIP#2015/15 Investigators Office/ Regional Security Office (RSO) **2 Positions**

SIP#2015/16 General Service Office/ Procurement (GSO/Procurement)

SIP#2015/17 American Citizen Services Unit/Consular Section (CONS)

SIP#2015/18 Fraud Prevention Unit/Consular Section (CONS)

SIP#2015/19 Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)

SIP#2015/20 Cultural Unit/Public Affairs Section (PA)

SIP#2015/21 Translation Unit/Public Affairs Section (PA)

SIP#2015/22 Education USA/Public Affairs Section (PA)

SIP#2014/23 Joint POW/MIA Accounting Command (JPAC)

SIP#2015/24 Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), Nonthaburi Office

SIP#2014/25 General Development Office/United States Agency for International Development (USAID/GDO) **2 Positions**

SIP#2014/26 Executive Office/Procurement Section/United States Agency for International Development (USAID/EXO/PROC)

SIP#2014/27 Executive Office/Human Resources Section/United States Agency for International Development (USAID/EXO/HR)

SIP#2014/28 Executive Office/Asia Regional Training Center/United States Agency for International Development (USAID/EXO/ARTC)

SIP#2014/29 Office of Financial Management/United States Agency for International Development (USAID/OFM)

SIP#2014/30 Regional Environment Office/United States Agency for International Development (USAID/REO)

SIP#2014/31 Regional Office of Procurement/United States Agency for International Development (USAID/ROP) **2 Positions**

For additional information, please contact HR Customer Service at BangkokHRCS@state.gov or 02-205-4570.

Attachment 1: Job Descriptions and Job Qualifications

Vacancies Number 1-11: Specific Areas required

SIP#2015/1

Office / Organization: Economic Section/ Thai-U.S. Creative Partnership

Job Description:

- Development of Thai-language outreach materials, web content, and newsletter listings.
- Contact development in the university, business, and government sectors where intern conducts outreach and networking.
- Co-maintenance of a blog website based on the WordPress content management system (training provided).
- Social media management and development of Thai-language Facebook and Twitter posts.
- Attending partner events and creating engaging live social media content, including photographs and video.
- Providing event logistics support (display delivery and setup, interaction with participants).

Special Requirements:

- Economic/Business major or familiarity with Thai and American economic trends and quick research, perception, and information acquisition skills. An interest in what makes Thailand tick and some comfort with occasional high-level meetings and discussions.
- Interest in design, green technology, medical systems, software development, technology trends and entrepreneurship, filmmaking and animation, education, or another innovative market area.
- Communications and media comfort, including deep familiarity with the internet and popular culture trends.
- Near-fluent command of spoken and written English.
- Bilingual web content experience, with social media integration and cloud services. (Facebook, Twitter, Pinterest, Instagram, Tumblr, WordPress, DropBox/iCloud, etc.)
- Knowledge of basic image editing programs.
- Comfort with Apple's iOS and other recent (Android, Windows) smartphone technology. Event outreach will involve using the iPad2 to take photos and video.

SIP#2015/2

Office / Organization: Political Section

Job Description:

- Support Officers and FSNs in monitoring and reporting political issues of interest or as assigned.
- Keep track of social media/websites/links featuring important political issues.
- Conduct basic research for political reporting and bio data.
- Prepare/update briefing materials for meetings and visitors.
- Provide translation/logistical/administrative works as requested.

Special Requirements:

- Candidate must be proficient in Microsoft Word, Excel, and Internet search skills.
- Candidate must be well versed in Thai social media.
- Candidate must be fluent in written and spoken English.
- Candidate must possess strong interpersonal skill and have the ability to work independently.
- Candidate should have educational background in Social Science/Political Science or related fields.

SIP#2015/3

Office / Organization: Media Unit, Public Affairs Section (PA)

Job Description:

- Monitor and scan newspapers and TV news daily for relevant news spacing and editorials.
- Assist in arranging and organizing media events and other outreach programs.
- Drafting materials for Media Unit.
- Accompany Information officials to Embassy events.
- Assist Online Media Team in maintaining social media channels (Facebook, Twitter, Instagram, Flickr and YouTube).
- Assist Online Media Team in producing multimedia contents, including but not limited to photographic and video contents.
- Provide ideas for contents to be posted on social media channels.

- Research and summarize popular news on the internet and social media to be included in Media Unit's daily news summary.

Special Requirements:

- Candidate must be proficient in English and Thai.
- Candidate must be familiar with basic photography principles. Familiarity with DSLR cameras is a plus.
- Candidate must be an avid user of social media, especially Facebook, Twitter and Instagram. Must be familiar with the terms "Trending Topics", "Hashtags", "Shares", "Likes", and their uses.
- Candidate must be able to work with a Mac computer. Familiarity with Adobe Photoshop, Lightroom and Premier Pro is a plus.
- Candidate must be currently enrolled in a university majoring in journalism, communication arts, liberal arts, or related fields.

SIP#2015/4

Office / Organization: Information Resource Center Unit/Public Affairs Section (PA/IRC)

Job Description:

- Updating reference books and periodical catalogue, as well as conduct annual resource inventory using Microsoft Excel and Dreamweaver.
- Updating contact data on Microsoft Access.
- Managing electronic information, including processing and recording ALERT and E-TOC full texts requests.
- Responding to basic reference queries and updating IRC usage statistics.
- Assisting in IRC youth outreach programs with high school and university students
- Conducting supply, promotional items, and publication inventory.
- Other general office duties, etc.

Special Requirements:

- Pursuing course of study in Library and Information Science, Political Science, Liberal Arts or Communications.
- Good knowledge of English language, particularly reading and writing skills.
- Good knowledge of the Internet, social networking, web and picture editing programs, particularly, Photoshop, MS Publisher, etc.

- Good knowledge of information research and experience in using online databases a plus.

SIP#2015/5

Office / Organization: Regional English Language Office Unit/Public Affairs Section (PA/RELO)

Job Description:

- Support the English Language Fellow program by reading and organizing the Fellows' reports, contacting each of them by phone, and providing assistance as needed.
- Support the English Access Micro scholarship program by doing a site visit to the classes in Bangkok, contacting each provider by phone, and providing assistance as needed.
- Support the Lower Mekong Initiative Professional Communication Skills for Leaders Symposium by helping issue invitations, track RSVPs, and communicate with the participants as needed.
- Assist RELO team in promotion of programs and resources for teachers and learners of English, including the American English portal, FORUM magazine, and the online training programs and Update databases of contacts and resources.
- Assist RELO team in maintaining the office's social media platforms.

Special Requirements:

- Must be in the field of English language teaching with a major or minor in English, Applied Linguistics, English Language Education, or Education with emphasis on English Teaching or Teaching English to Speakers of Other Languages.
- Must possess excellent working knowledge of English.
- Must have basic knowledge of databases, social media tools, and other general computer applications (Microsoft Office).

SIP#2015/6

Office / Organization: US Patent and Trade Mark Office (USPTO)

Job Description:

- Search and extract information from reference sources.
- Provide first-handed review of new development in law, summarize, translate, and assist in updating Intellectual Property Law in the region.

- Assist in organizing trainings, seminars and arrangement of IP related events.
- Assist with ad hoc projects.

Special Requirements:

- Candidate must currently be enrolled in Law School.
- Proficiency in English and Thai.
- Proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.

SIP#2015/7

Office / Organization: Foreign Commercial Service (FCS) *3 Positions*

Job Description:

- Support of Business Matchmaking and other CS Products & Services – Search information from reference sources. Perform tele-marketing, scheduling, and confirming appointments for visiting trade mission participants and individual U.S. companies. Call pre-qualified, target companies to set up business meetings for U.S. visitors. Conduct promotional campaigns via email, fax, and phone to recruit local companies to attend trade exhibitions in the U.S. Create / update and Maintains contact lists. Input qualified contacts and activities into database/IT system.
- Support of Trade Events – Assists at trade events (trade missions, exhibitions, seminars, videoconferences, etc.), helping on organizing logistics and event/meeting schedules, preparing promotional materials, supporting staff at event business information offices.
- Entering CTS with information on companies and activities relevant to the trade events.
- Administrative Support – Provides administrative support for commercial operations and assist with ad hoc projects.

Special Requirements:

- Senior under-graduate student in Marketing, Business Admin, Economics, or International Business Management.
- Proficient in spoken and written Thai. Working knowledge in spoken and written English.
- Good typing and good working skill in operating Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Acrobat, internet, and social media applications.
- Ability to adjust to a multi-tasking busy office.

SIP#2015/8

Office / Organization: Global Financial Service (CGFS), System Development and Maintenances

Job Description:

- Update and maintain the knowledge base and internal web site for GFSB System Development and Maintenance section.
- Assist with infrastructure administrative scripting.
- Perform regular software record checks on past and current software licenses to prevent the overuse of licensing versions and its legal consequences.
- Update software operational records, inventory reports and licensing information, using the computer.
- Sort and organize the software media (CD/DVD) and stock inventory with adequate supplies of forms, CD, DVD, licenses, and other required materials.
- Performing other day-to-day administrative tasks such as drafting e-mail communication, maintaining information files, and processing paperwork.

Special Requirements:

- Currently pursuing an undergraduate/graduate degree in the IT field.
- Demonstrates self-motivation and ability to work hard.
- Possesses strong interpersonal skills and the ability to contribute in a team environment.
- Must have a very good command of written and verbal English. Fluent in Thai.

SIP#2015/9

Office / Organization: Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)

Job Description:

- Assist U.S. and locally employed staff investigators in their day to day duties within the ICE-HSI Attaché Bangkok area of responsibility.

- Assist in the planning of training and outreach activities provided to local law enforcement agencies and non-governmental organization.
- Assist with issues related to the ICE repatriation program.
- Conduct research into laws and regulations as they pertain to ICE's investigative strategies.
- Any other duties associated with the daily activities of a professional law enforcement office.

Special Requirements:

- Be a student in good standing pursuing a degree in Law Enforcement, Criminal Justice or Law.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.

SIP#2015/10

Office / Organization: Program Development Office/ Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)

Job Description:

- Help prepare USAID communications materials. These include, but are not limited to photos, videos, posters, social media posts, and infographics and PowerPoint/Prezi presentations.
- Assist with graphic design, photo and video editing.
- May occasionally provide administrative support; schedule appointments, prepare procurement documents, route clearance sheets, make travel arrangements, arrange and coordinates meetings as assigned.

Special Requirements:

- Currently enrolled in school of Communication Arts, Mass Communication or Multimedia Design.
- Demonstrate a proficiency in Adobe Photoshop/Lightroom, Adobe Illustrator, Adobe InDesign, Final Cut Pro or other video editing software.
- Graphic design skills and video editing skills are highly preferable.
- Proficient in spoken English.
- Available to perform duty five days a week (not counting holidays).

SIP#2015/11

Office / Organization: Governance and Vulnerable Populations Office/United States Agency for International Development (USAID/GVP)

Job Description:

- Provide administrative support to GVP team, including keeping FSNs' time and attendance record, arranging internal meetings, screening incoming calls, and routing and tracking documents.
- Assist GVP team members in travel arrangements, such as preparing travel request and visa application and making hotel reservation, flight booking, and other logistics arrangements.
- Provide technical support, including research and other responsibilities for GVP Regional Programs, including Human rights, Counter-Trafficking in Persons (CTIP), humanitarian assistance on the Thai-Burma border program and people with disabilities (non-presence work) in Laos.
- Perform other assigned duties as necessary.

Special Requirements:

- Currently enrolled in school of Political Science.
- Demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Good command of English and Thai.
- Strong interpersonal and communication skills.

Vacancies number 12-31: General Areas

Below are job qualifications for vacancies number 12-31 only.

- Candidate must be currently enrolled in school of Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills;
- Candidate must be proficient in English and Thai;
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

SIP#2015/12

Office / Organization Performance Management & Awards/Regional Human Resources (RHR)

Job Description:

- Main responsible person of “Combining Employee Performance File (EPF) to Official Personnel Folder (OPF) Project”.
- Provide administrative support in Awards Programs to HR Assistants such as document preparation, day-to-day tasks, Awards Ceremony preparation, etc.
- Provide administrative support in computer applications; Web PASS, LocalWebPASS, HR Awards Program, Embassy Intranet, etc.
- Assist in maintaining tracking sheet under Performance Management Portfolio such as arriving/departing American Officers, training records, etc.
- Assist in organizing special activities.
- Perform other duties as assigned.

SIP#2015/13

Office / Organization: Recruitment and Staffing/Regional Human Resources (RHR)

Job Description:

- Preparing vacancy announcements.
- Screening applications and collating documents.
- Preparing interview packet.
- Arranging interview appointments.
- Preparing employment packet.

- Conduct reference checks.
- Research information from various sources, filing, data entry, answering telephones.
- Performing other clerical duties.

SIP#2015/14

Office / Organization Human Resources Operations Center/Regional Human Resources (RHR)

Job Description:

- Assist HR Assistants in the Americans check-in/check-out process.
- Assist in preparing employment letters.
- Manage administrative tasks such as filing, record keeping, and data entry as appropriate/scheduled.
- Accompany HR Assistants and American families to the Immigration Office.
- Perform other day-to-day administrative tasks such as drafting e-mail communication and maintaining information files.

SIP#2015/15

Office / Organization: Investigators Office/Regional Security Office (RSO) *2 Positions*

Job Description:

- Input and update data into Local Hire Program.
- File and organize security files.
- Assist in processing fingerprint and police check.
- Assist in Anti-Terrorism Assistance training program for Thailand.
- Assist tasks as the supervisor requests.
- Assist Residential Security Program as needed.

SIP#2015/16

Office / Organization: General Service Office/ Procurement (GSO/Procurement)

Job Description:

- Research sources of supply and service.
- Check price quotations through internet and catalogues.
- Update Procurement Cook Book.

- Organize files and entry data.
- Perform other duty as assigned.

SIP#2015/17

Office / Organization: American Citizen Services Unit/Consular Section (CONS)

Job Description:

- Assist routine American citizen Services processing during post's peak season, working with customers.
- Perform case intake and document screening for notary services and passport applications, working with customers.
- Assist in emergency American Citizen Cases as assigned including inventories of estates and personal effects and assisting with visits to hospitals and other locations.
- Assist in translation during visits outside of the office.
- Maintain files and carry out special projects related to improving unit efficiency. Assist in taking phone calls as needed.

SIP#2015/18

Office / Organization: Fraud Prevention Unit/Consular Section (CONS)

Job Description:

- Conduct follow-up phone calls to visa applicants and enter results into database for validation studies tracking visa usage.
- Liaise with companies, financial institutions, and Thai governmental agencies to perform assigned checks.
- Assist with English-Thai translation and draft English and Thai correspondence.
- Maintain files FPU files and update the tracking records.
- Prepare PowerPoint presentations, handouts, and respond to telephone enquiries.

SIP#2015/19

Office / Organization: Non Immigrant Visa Unit and Immigrant Visa Unit /Consular Section (CONS)

Job Description:

- Assist coordinating and participate in visa outreach events targeting various constituencies, including students.

- Assist both immigrant and nonimmigrant visa sections with data management projects.
- Assist local staff with intake of documents for immigrant interviews and document review.
- Draft correspondence in Thai and English (often based on templates) for visa cases.
- Assist in preparing immigrant and Non-immigrant visas courier returns.

SIP#2015/20

Office / Organization: Cultural Unit/Public Affairs (PA/CAO)

Job Description:

- Provide support for educational and cultural exchanges and programs.
- Help organize and carry out digital video conferences.
- Work on speaker programs.
- Assist with monitoring grant projects funded by the Cultural Unit.
- Assist with the International Visitor program.
- Assist with student advising activities.

SIP#2015/21

Office / Organization: Translation Unit/Public Affairs (PA)

Job Description:

- Monitor and scan newspapers and TV news daily for relevant news clips and editorials.
- Translate news articles, bios, speeches and remarks.
- Translate annual reports.
- Perform other duties as assigned.

SIP#2015/22

Office / Organization: Cultural Unit/Public Affairs (PA/CAO)

Job Description:

- Provide support for Education USA programing.
- Help organize school outreach programs.
- Help organize and carry out digital video conferences.

- Help coordinate with grant partners.
- Help create social media content.
- Assist with educational advising.

SIP#2015/23

Office / Organization: Joint POW/MIA Accounting Command (JPAC)

Job Description:

- Gain an understanding of the U.S. Government's POW/MIA policy and JPAC's role in recovering Americans missing as result of past conflicts.
- Understand the policies and procedures of Detachment 1, JPAC and assist in meeting all logistical and administrative requirements.
- Prepare and coordinate travel arrangements and visitor itineraries for TDY personnel supporting JPAC missions within Detachment 1's area of operations. This includes ensuring the driver's schedule is updated regularly and 100% correct for all pickups and drops off.
- Receives and verifies country clearance requirements; coordinates actions to obtain visas to include acquiring telex JPAC Detachments in Lao and Vietnam as well as JPAC Headquarters.
- Prepares letters and memorandums for the Detachment Commander.
- Maintains office files of all correspondences, messages and reports.
- Review vehicle logs and update maintenance files as required. This includes the translation of documents from Thai to English.
- Identify areas where DET1 1 can improve its processes and execution in support of the Detachment's mission.
- Perform a detailed inventory of detachment supplies and equipment.

SIP#2015/24

Office / Organization: Division of Global Migration and Quarantine/Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), Nonthaburi Office

Job Description:

- Provide support to CDC/DGMQ public health activities including the review and organizing of health information in accordance with offices' guidelines.
- Assist with input, arrange, tracking, and updating computerized health databases.

- Intern will have opportunity to interact with variety of national and international public health professionals.
- Perform other duties as assigned.

SIP#2015/25

Office / Organization: General Development Office, United States Agency for International Development (USAID/GDO) *2 positions*

Job Description:

- Serve as a secretary to the General Development Office providing full range of secretarial services and clerical support for the Director of GDO, Deputy Director, Senior Advisors, program managers.
- Assist program managers to help doing some researches on some topics such as APEC, ASEAN and Economic Integration.
- Receive incoming telephone calls and visitors
- Schedule meetings, confirms or reschedules appointments as necessary.
- Type and format a variety of correspondence (e.g. memoranda, letters, reports, etc.).
- Prepare a variety of presentations; maintain an up-to-date database of key contact information or other program related documents.
- Help arranging meetings, workshops, conferences which are housed in RDMA such as tracking participant list, doing google survey, and other tools on google, etc.
- Arrange for hotel/lodging accommodation reservations; flights booking, visa applications, and transportation for travelers.
- Prepare Travel Request and Travel Reimbursements for travelers.
- Prepare requisitions for office supplies or request for maintenance of office equipment and maintain official files.

SIP#2015/26

Office / Organization: Executive Office, Procurement Section, United States Agency for International Development (USAID/EXO/PROC)

Job Description:

- Provide administrative service to EXO procurement office.
- Record management of purchase requisition, purchase order, lease documents and vender contract information.

- Track procurement records and prepare procurement actions, i.e. purchase request, contract and contract modification.
- Assist in other duties as assigned.

SIP#2015/27

Office / Organization: Executive Office, Human Resources, United States Agency for International Development (USAID/EXO/HR)

Job Description:

- Support HR team in overall USAID personnel activities such as, personnel information management, contract administration, training, recruitment, records management and general administrative service.

SIP#2015/28

Office / Organization: Executive Office, Asia Regional Training Center, United States Agency for International Development (USAID/EXO/ARTC)

Job Description:

- Assist with front end services to include: answering of telephone
- Provide first level of customer service to all course attendees both for ARTC/REDC by providing directions to appropriate classroom and answering of questions.
- Assist ARTC team regarding course and participants logistics on a daily basis as needed.
- Assist ARTC team in organizing trainings, seminar and other related duties as applicable.

SIP#2015/29

Office / Organization: Office of Financial Management, United States Agency for International Development (USAID/OFM)

Job Description:

- Process invoice receipt notification to missions' employees and vendors.
- Assist in data flow management for invoicing and funding documents.
- Distribute documents that enter OFM and maintain a tracking system.
- Manage the official files both electronic and hard copies.
- Other administrative tasks as assigned.

SIP#2015/30

Office / Organization: Regional Environment Office, United States Agency for International Development (USAID/REO)

Job Description:

- Help managing time and attendance record for FSNs, filing and organizing library, updating REO travel schedules and preparing meeting documents.
- Assist in travel arrangements, including travel request preparation, visa applications, conference registration forms, flight booking and hotel reservations.
- Provide support to technical team or Mission in arranging internal team meetings, or special events such as conferences or workshops.
- Provide other secretarial support including faxing, scanning documents, photocopying, answering phone calls, delivering mail and routing documents to other offices as assigned.

SIP#2015/31

Office / Organization: Regional Office of Procurement, United States Agency for International Development (USAID/ROP) **2 Positions**

Job Description:

- Support the development and management of ROP's internal Knowledge Resource Platform for RDMA and client missions.
- Support the development of a systemized ROP training calendar for RDMA on USAID Forward and procurement with emphasis on virtual training.
- Cross check information in Acquisition and Assistance (A&A) awards related to the actualization of latest required A&A policies (i.e. environmental compliance).
- Support the closeout process of expired awards.

Number of required hours: 40 per week (flexible)

Submit application to: Email: BangkokHRCS@state.gov

(Subject: FNSIP#2015 – Name – Surname and Position Number)

Closing date:

January 11, 2015

*****Please note that the above vacancies are unpaid jobs*****