

The U.S. Embassy in Montevideo is seeking a university student who meets the requirements below and who would be interested in achieving practical experience through a volunteer internship in the Information Resource Center (IRC) of the Embassy's Public Affairs Section (PAS).

## The Information Resource Center (IRC):

The student intern will gain experience in the following areas by assisting experienced IRC Section personnel in:

- ***Administrative Assistance:*** Keeping clients databases updated, helping display bulletin boards, photocopying, filing and shredding documents, putting together information packages, providing general administrative support.

The internship will take place at the U.S. Embassy building in Montevideo. Interns should be available at least 4 hours per day, Monday through Friday. Embassy work hours are from 8:45 a.m. to 5:30 p.m. Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

It is important to consider that although there can be some arrangements for a limited period of time off, this internship will include the January-February 2014 period.

### **QUALIFICATIONS REQUIRED:**

- Currently enrolled in a local university in the areas of Secretarial Studies, Communications, Business Administration, Law, International Studies, Translators and/or related studies. Students who will be graduating soon are not qualified. Recommendation letters from two professors will be needed.
- The successful candidate should have an outgoing personality and be able to work under pressure. Self initiative will be valued.
- Excellent English-language and typing skills are a must, as well as complete familiarity with search engines, use of data bases, and the most common Office applications and commands therein.

## **OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:**

1. Age: Must be 18 to 25 years old.
2. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information @ <http://careers.state.gov/student/>
3. Must be a student in good academic standing, provide a certified transcript to verify and provide written permission from the educational institution.
4. Medical Insurance: interested student must have his/her own medical insurance.
5. Practical professional experience has to be a career requirement.
6. Commitment to follow through with the internship until its completion.

## **SELECTION PROCESS**

All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to [jobsMVD@state.gov](mailto:jobsMVD@state.gov) before **April 22, 2014**.

First screening of applicants will be done on bases of the data provided. The best qualified candidates will be called for an interview.

Once selected, the candidate will be subject to medical and security checks before approval to participate in the program.

## **ADVANTAGES FOR THE STUDENT**

This can be a very interesting opportunity to obtain practical experience in a challenging environment, practice the English language and gain experience with the latest developments in *public diplomacy and administrative practice*.

The Embassy will provide a report on the student's performance according to the requirements of the student's University.

**FINAL NOTE: The intern is not considered an employee.** There is no compensation, benefits or leave.