

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 Embassy Information Resource Center, (IRC) section.

IRC Section:

The IRC provides research, reference and outreach services and specializes in providing information about current U.S. foreign and domestic policies, U.S. news, Congressional legislation, trade matters, and social & cultural issues.

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

- Weeding the IRC collection as needed
- Cataloguing books to be incorporated in the collection
- Updating the platform named "Librarything" (<http://www.librarything.es/tour/>) where the IRC'S holdings are included.
- Performing other duties assigned by the IRC Director.

This project is aimed to be the main focus of the internship. In order to be able to accomplish it, the intern will have to display excellent ability on Dewey's Classification system and the Library of Congress Subject Headings.

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 9:00 a.m. to 5:30 p.m. Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

QUALIFICATIONS REQUIRED:

Education and skills:

Currently enrolled in a local university, second year level or above in Librarianship area.
Good English writing and excellent communications skills.
Outgoing and proactive personality.
High degree of initiative.

Be able to work under certain pressure at times.
Excellent computer skills in Excel (basic formulas) and in the use of the INTERNET to gather information.

OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:

1. Age: From 18 to 23 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 **before June 24, 2011.**

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 electronic outreach.

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.