

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 Human Resources Office (HR) of the Embassy's Management Section.

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

- **Customer service:** will screen incoming phone calls, responding to requests when possible of redirecting them to the corresponding HR staff member, will contact candidates to set appointment, escort visitors that come to the HR Office.
- **American and Local Staff Human Resources Programs:** will assist the HR staff in different administrative tasks related to these programs.
- **Social Security:** will prepare salary information for former employees in order to present them to the Uruguayan social security, will become familiar with the BPS webpage in order to provide information and guidance to interested personal.

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 during a three month period. 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.

QUALIFICATIONS REQUIRED:

- Currently enrolled in a local university and have completed at least one full year of college level studies in the areas of Business Administration, Law, Workers Relationship, Translation, Communications, Secretarial Studies 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 excellent interpersonal skills and be able to develop and maintain effective working relationships with employees, supervisors, and job applicants. Must be tactful, discreet, possess good judgment, and be able work as part of a team.
- Excellent English-language and typing skills are a must, as well as complete familiarity with search engines, and the most common Office 2007 applications and commands therein.

OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:

1. Age: Must be 18 years old or older.
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 **September 27, 2012**.

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 in the HR arena 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.