

**The U.S. Embassy in Montevideo is seeking university students who meet the requirements below and who would be interested in achieving practical experience through a volunteer internship in the Embassy's Management Section (MGT), as Receptionist/Telephone Operator.**

**MGT section:**

The Management section provides support to all sections in the Embassy. The intern will have the opportunity to learn the functioning of a well organized management section that provides support to the entire embassy in different areas.

**Receptionist/Telephone Operator:**

The incumbent serves as a Receptionist / Telephone Operator. Among other duties, will receive and direct all visitors to the appropriate point of contact, lace, receive and direct phone calls for various Agencies. Logs official long distance phone calls made via switchboard. The incumbent also performs administrative support duties as necessary.

**Qualifications required:**

- **Currently enrolled in a local University**, preferably studying in the areas of International Relations, Business, Communications, Marketing, Translator and/or related studies. First year approved or equal amount of approved credits.
- Students who will be graduating shortly are not qualified
- **Recommendation letters from two professors are required.**
- **Excellent English** communication skills (speaking and writing).
- **Be able to work under certain pressure at times.**
- **Excellent computer skills.**

**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 at <http://careers.state.gov/student/>
3. Must be a student in a 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 5, 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 in a key office for the Embassy community.

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.