

**Embassy of the United States of America
Foreign National Student Internship Program
2013 Academic Year.**

U.S. Embassy Tashkent is pleased to announce the **Foreign National Student Internship Program** to fill an internship position in the Education USA Advising Center.

There are no benefits attached to the internship and no compensation, nor any future employment rights. The intern student will be retained under a Gratuitous Service Agreement.

The internship provides students with an excellent opportunity to get useful work experience at an international organization, improve their English skills and develop event planning/program management abilities through active involvement in various programming activities.

The internship will be offered in the following office:

EducationUSA Advising Center (EAC) (1 position)

Duties:

- (1) Assisting EAC clients with advising resources;
- (2) Signing up EAC visitors via telephone and email;
- (3) Helping EAC advisor maintain the EAC client database;
- (4) Helping EAC staff with EAC outreach activities;
- (5) Downloading, printing and making copies of documents;
- (6) Helping clients to research and fill out applications to U.S. Universities;
- (7) Other duties as required.

Students must meet the following criteria to be eligible for the program:

- ✓ Be at least 18 years old
- ✓ Have graduated from secondary school or specialized secondary educational establishment
- ✓ Be currently enrolled not less than half-time in a higher educational institution in Uzbekistan – either Bachelor’s degree or Master’s degree (freshman-junior years)
- ✓ Be in a good academic standing at the current educational institution
- ✓ Have good computer/internet and customer service skills
- ✓ Be able to communicate in English, Russian and/or Uzbek
- ✓ Provide written permission from the educational institution
- ✓ Be a legal resident of Uzbekistan

In addition, the applicants must be able to work for a period of at least 6 months 09:00 to 13:00 (Morning shifts only), every workday Monday through Friday. Applicants must write their hours of availability (Monday through Friday) in their State of Interest. This includes available hours for the spring 2013 semester. Applicants that do not include this will not be considered.

Interested applicants must complete the enclosed forms and email it to the Embassy Human Resources Section at personnel@usembassy.uz by **COB April 22, 2013**. Indicate “**EAC Student Internship Program**” in the subject line of all e-mails.

The application forms are also available online at the Embassy’s website <http://uzbekistan.usembassy.gov/>

***For the further information on the program please call the Embassy Human Resources Section
at 120 54 50.***