

Embassy of the United States of America Foreign National Student Internship Program

U.S. Embassy Tashkent is pleased to announce **the Foreign National Student Internship Program** to fill **one internship position** in the Education USA Advising Center (EAC) of the Public Affairs Section.

There are no benefits attached to the internships and no compensation, nor any future employment rights. Intern student will be retained under a Gratuitous Service Agreement. The internship will take place in the EAC of the U.S. Embassy Tashkent.

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

Education USA Advising Center (EAC) **(1 position)**

Main 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 assigned.

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

- ✓ At least 18 years old
- ✓ Graduated from a specialized secondary educational establishment
- ✓ Currently enrolled not less than half-time in a higher educational institution in Uzbekistan as a 1-3 course student pursuing Bachelor's degree
- ✓ In good academic standing at the current educational institution
- ✓ Good computer/internet and customer service skills
- ✓ Proficient in English, Russian and Uzbek
- ✓ Provide written permission from the educational institution
- ✓ Legal resident of Uzbekistan

In addition, applicants must be able to work for a period of at least 6 months from 09:00 to 13:00 and/or from 13:00 to 17:00 every workday Monday through Friday. Applicants must write their hours of availability (Monday through Friday) in their **Statement of Interest**. Applicants that do not include this will not be considered.

Interested applicants must complete the enclosed forms and email them along with the passport copy to the Embassy Human Resources Section at personnel@usembassy.uz by **COB March 28, 2016**. Indicate **“EAC Student Internship Program”** in the subject line of your email, and the position title of the Application Form.

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

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