

Embassy of the United States of America
Foreign National Student Internship Program
2015-2016 Academic Year

The U.S. Embassy Tashkent is pleased to announce **the Foreign National Student Internship Program** to fill **two internship positions** in the Human Resources Office.

There are no benefits attached to the internships and no compensation, nor any future employment rights. Intern students will be retained under a Gratuitous Service Agreement. The internship will take place in the Human Resources Office of 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 abilities through active involvement in various programming activities.

Human Resources Office (**HRO**) (**2 positions**)

Main duties:

1. Inputting information into office-specific databases, spreadsheets;
2. Performing typing and word processing;
3. Filing, scanning and copying as required;
4. Sorting and distributing mail and reports;
5. Assisting in organizing HR Office activities;
6. Scheduling meetings and conference rooms for HR interviews, presentations and events;
7. Greeting and escorting visitors/applicants;
8. Performs other duties as assigned.

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

- ✓ At least 18 years old
- ✓ Graduated from a secondary school or 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 and Russian
- ✓ 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**. This includes available hours for the first and the second semesters of 2015-2016 academic year. 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 the Embassy Human Resources Section at personnel@usembassy.uz by **COB October 21, 2015**. Indicate **"HRO 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.