

**Embassy of the United States of America
Foreign National Student Internship Program
2011-2012 Academic Year**

The U.S. Embassy Tashkent is pleased to announce **the Foreign National Student Internship Program** to fill one internship position in the Public Affairs Section.

There are no benefits attached to the internships and no compensation, nor any future employment rights. The intern students 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.

Internship will be offered in the following office:

Public Affairs Section (1 position)

Duties:

- Helping Public Affairs Specialist to print out and make copies of applications for different exchange programs;
- Maintaining Applicants database complete with status, interview dates and submitted papers and Panel's decision;
- Inform applicants on selection and pre-departure process by phone or e-mail by request of Public Affairs Specialist;
- Helping Public Affairs Specialist preparing and conducting outreach activities;
- Downloading, printing and making copies of information from assigned websites while helping PAS preparing Speaker programs and presentations;
- Performs other duties as assigned.

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

- ✓ Be at least 18 years old
- ✓ Have graduated from the secondary school or specialized secondary educational establishment
- ✓ Be currently enrolled not less than half-time in a higher educational institution in Uzbekistan as a 1-3 course student obtaining Bachelor's degree
- ✓ 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 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 from 09:00 to 13:00 or 14:00 to 18:00, every workday Monday through Friday.

Interested applicants must complete the enclosed forms and email it to the Embassy Human Resources Section at personnel@usembassy.uz by **January 24**. Indicate **"PAS Student Internship program"** in the subject line of your e-mail, and in 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 the further information on the program please call the Embassy Human Resources Section
at: 120 54 50.***