

**Embassy of the United States of America
Foreign National Student Internship Program
2013-2014 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 internship and no compensation, nor any future employment rights. The intern student will be retained under a Gratuitous Service Agreement.

The internship provides student 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)

Main Duties:

- Helping the Public Affairs Specialist and English Language Program Assistant to print and make application copies for exchange programs;
- Maintaining an applications database;
- Informing applicants of selection and pre-departure process;
- Assisting the Public Affairs Specialist in preparing and conducting outreach activities;
- 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 a Bachelor's degree
- ✓ Be in 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 four hours a day for a period of at least 6 months, Monday through Friday.

Interested applicants must complete the enclosed forms and email it to the Embassy Human Resources Section at personnel@usembassy.uz **by October 9, 2013**. Indicate **"PAS 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/jobs.html>

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