

**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** of the Public Affairs Section (PAS).

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 will take place in the Information Resource Centre of the U.S. Embassy Tashkent.

The internship provides students with an excellent opportunity to get 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.

Information Resource Center (IRC) (2 positions)

Main duties:

1. Assisting staff to maintain the IRC collection in proper order and organize outreach activities;
2. Preparing book donations (making book lists, putting stickers into books, etc);
3. Assisting clients with computers, TV, IRC resources, book check-ins and check-outs;
4. Signing up visitors via telephone and email;
5. Helping staff to maintain the client and application database;
6. Downloading, printing and making copies of information from assigned websites.
7. 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, Russian and Uzbek
- ✓ Provide written permission from the educational institution
- ✓ 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 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 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 to the Embassy Human Resources Section at personnel@usembassy.uz by **COB August 14, 2015**. Indicate **“IRC 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 5450.