

**FOREIGN NATIONAL STUDENT INTERN PROGRAM
EDUCATIONUSA INTERNSHIP OPPORTUNITY
ANNOUNCEMENT NUMBER: 13/10**

OPEN TO: All non-U.S. citizen university students resident in Vietnam
POSITION: **EducationUSA Student Intern (02 positions)**
OPENING DATE: March 20, 2013
CLOSING DATE: April 3, 2013
WORK HOURS: Part-time, 6-8 hours/week
LENGTH OF INTERSHIP PROGRAM: Not to exceed six (6) months

The Embassy of the United States of America in Hanoi is seeking two (02) part-time, unpaid university student interns for the EducationUSA Advising Center, a program of the Public Affairs Section (PAS).

BASIC FUNCTION OF THE POSITION

The EducationUSA Student Internship benefits both the U.S. Embassy and student interns by providing a valuable educational experience to students while assisting the Embassy accomplish important mission goals.

EducationUSA Student Interns will be responsible for daily tasks of running the Center to include re-shelving books and DVDs, working on collections, supporting events in the center, outreach activities as well as other programmatic or administrative tasks as requested. For more information about the EducationUSA Advising Center go to <http://vietnam.usembassy.gov/educationusa.html>

Please contact the Human Resources Office at 3850-5000 X 5111 with questions.

QUALIFICATION REQUIREMENTS

NOE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Must be currently enrolled as a full-time college/university student in Vietnam.
- Must have excellent communication skills and ability to work as part of a dynamic team.
- Must be at least 18 years of age at the time of appointment and a non-U.S. citizen.
- Must have demonstrated the potential to accomplish the type of work to be performed.
- Good command of both spoken and written English is required (this will be tested).
- Good computer skills including Word and Excel are required (this will be tested).

ADDITIONAL SELECTION CRITERIA

1. Non-host country foreign nationals who are legal resident students of Vietnam are required to submit the same documentation as the other applicants, and also legal residency permit for consideration.
2. All EducationUSA Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning program.

3. Applicants not in their last year of university are preferred.
4. If selected, candidates will be required to produce a “Letter of Introduction” from their university.
5. If selected, the student will receive a security background check.

PLEASE NOTE: INTERNS ARE NOT CONSIDERED U.S. EMBASSY EMPLOYEES

- ❖ **The intern will not be considered as a Federal employee.**
- ❖ **There will be NO employment benefits associated with this position: annual leave accrual, sick leave, etc.**
- ❖ **There will be NO compensation or payment.**

TO APPLY

Interested candidates for this position must submit the followings, or the application will not be considered:

1. Application for Foreign National Student Intern Program (find the attached form).
2. Statement of Interest form (attached) should include the student’s objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission’s goals/ EducationUSA Advising Center’s needs.
3. Gratuitous Service Agreement (Attached).
4. A copy of ID card and student card.
5. Copy of most recent academic transcript.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

Applications should be submitted through email to the address: HanoiHR@state.gov

Subject line must be: (HN VA 13/10) or your application may not be considered

Or drop your application to the following address:

Human Resources Office
U.S. Embassy Hanoi
No. 7 Lang Ha, Dong Da, Hanoi

POINT OF CONTACT:

Human Resources Office
Telephone: 84-4-3850-5000 ext. 5111
Fax: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: APRIL 3, 2013

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)