

AMERICAN EMBASSY BELGRADE

Department of State (DOS)

Public Diplomacy (PD) Section

Announcing an open INTERN position for

**Public Diplomacy
Foreign National Student Intern
Regional English Language Office (RELO)**

The U.S. Embassy in Belgrade is seeking a Foreign National Student for the following intern position within the post's Foreign National Student Intern Program (FNSIP). This position will be located in the Embassy's Public Diplomacy (PD) section.

The FNSIP is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The purpose of this program is to offer students the challenge of working in the foreign affairs arena and at the same time to benefit from their assistance. Please note that there are no benefits and no compensation attached to this internship or any future employment rights.

- OPEN TO:** Non-U. S. citizen students residing in Serbia
- POSITION:** **Public Diplomacy – Student Volunteer - RELO**
- OPENING DATE:** July 31, 2017
- CLOSING DATE:** August 18, 2017
- WORK HOURS:** Part-time (20 hours per week)
- SALARY:** No compensation; non-paid intern.
- LENGTH OF HIRE:** Twelve months

BASIC FUNCTION OF THE POSITION

The primary function of the Public Diplomacy RELO local national intern position will be to support regional English language programming through drafting and distributing regular reports. The incumbent will contribute to social media outreach and working with digital teaching/learning programs in addition to administrative support for the RELO.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Must be currently enrolled in a University and have completed a minimum of 75% of studies towards a degree in International Relations, Education, or English.

Prior Work Experience: No prior work experience is required.

Knowledge: Must have computer knowledge to include internet research, word processing, use of spreadsheets, and social media engagement.

Skills and abilities: The incumbent must possess strong writing, summarizing, and editing skills in English; organizational skills; interpersonal skills necessary for professional communication in an intercultural environment; and ability to work independently.

Language proficiency: S-4/R-4/W-4 (fluent) speaking/reading/writing English is required.

SELECTION PROCESS

The best qualified students who demonstrate the potential to accomplish the type of work to be performed will be considered for an interview. Therefore, it is in the interest of the applicant to address all the above required qualifications in the application.

Note: Students will be tested for language and writing skills during the recruitment process.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, and residency status in determining successful intern candidacy.
2. Must be a full-time current student in the required field as advertized.
3. Must submit a Statement of Interest indicating if he/she will be a continuing student immediately upon the completion of internship. If this is not indicated your application will not be considered.
4. The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it and must provide a written permission from the educational institution in which the student is enrolled.
5. If selected, the student must receive a security certification and a medical certification.

TO APPLY

Students interested in an intern position must submit the following to be eligible for consideration:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources, in addition to a detailed curriculum vitae/resume enclosed with a proof of good academic standing by providing a certified transcript;
2. A certified transcript verifying good academic standing at the student's educational institution;
3. Student's Statement of Interest that should include the student's objectives and motivations in seeking an internship and how his/her academic courses and other experiences relate to the advertised intern position. Please be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered; and
4. Any other documentation (e.g., essays, certificates, awards; professor's recommendations and statements of student's achievements) that addresses the qualification requirements as listed above.

Note: DO NOT enclose the original documents to your application, as they will not be returned.
Application language is English.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE
AMERICAN EMBASSY BELGRADE
BULEVAR KNEZA ALEKSANDRA
KARADJORDJEVIĆA 92
11000 BELGRADE

POINT OF CONTACT Telephone: 706-4000, ext. 4266 or 706-4266
Fax: 706-4005
E-mail: belgradehro@state.gov

CLOSING DATE FOR INTERN POSITION: August 18, 2017

The US Mission in Serbia is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation.