

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Announcement: PSIP/I/FCS**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Foreign Commercial Service  
**Opening Date:** July 22, 2016  
**Closing Date:** August 31, 2016  
**Work Hours:** 9 am to 4 p.m. hours per day randomly participating in business after hours events  
**Days Per Week:** 5 days (flexible schedule)  
**Duration:** 3 months (starting in mid-September 2016)

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking to hire Polish Student intern to support Foreign Commercial Service in programs and events.

#### **MAJOR DUTIES OR PROJECTS:**

- Promotion of U.S. exports to Poland and Polish investments in the U.S. through various services & projects.

#### **SCOPE OF WORK AND RELATED DUTIES:**

- Selecting potential partners for U.S. firms;
- Compiling information on potential partners for U.S. firms;
- Updating FCS data base;
- Clerical duties – working as a receptionist clerk;
- Other duties as required.

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#### **QUALIFICATIONS REQUIRED:**

##### **KNOWLEDGE:**

- Interns must have interest in business and be interested in learning about American business practices.

##### **SKILLS:**

- Basic knowledge of business customs;
- Team work, communication with business clientele.

- Experience with social media;
- Computer skills including Word, Excel, Outlook Express, Adobe;
- Working with websites.

**LANGUAGE REQUIREMENTS:**

- fluent English and Polish spoken and written

Information and application materials are available at

<https://pl.usembassy.gov/jobs/polish-student-intern-program/>

<http://photos.state.gov/libraries/poland/123049/pdfs/applicationstudent.pdf>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written certificate from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program

Equal Opportunity Employer