

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/KRK/MGT

Open to: Eligible Polish Students
Position: Student Intern in the U.S. Consulate in Krakow (Management Section)
Opening Date: February 26, 2020
Closing Date: March 11, 2020
Work Hours: 10-15 hours per week – preferred hours 12:00-3:00 p.m.
Days Per Week: Monday - Friday
Duration: April 1 – August 31, 2020

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

The U.S. Consulate in Krakow is seeking to hire a Polish Student intern to support the Management Section.

MAJOR DUTIES OR PROJECTS:

- (1) Support for the Administrative Assistant during the Independence Day's preparations and with the secretarial responsibilities (updating the Welcome to Krakow booklet for short term visitors, etc.).
- (2) Collaborate with Management Officer and Quality Coordinator on section's Continuous Improvement initiatives.
- (3) Support for the Telephone Operator during VIP visit in February 2020 and leave season at the Management Section.
- (4) Support for the cashier – inserting VAT amounts to the monthly spreadsheet.
- (5) Support for the ISC section – computer spare parts inventory.

SCOPE OF WORK AND RELATED DUTIES:

Incumbent will work closely with multiple team members in the Management Section to carry out the assigned projects.

QUALIFICATIONS REQUIRED:

Knowledge of Continuous Improvement (CI) theories beneficial, but not required.

SKILLS:

Strong capability in Microsoft Office Suite necessary.

ABILITIES

Data analysis, strong, creative, problem solving skills, ability to understand and apply new/unfamiliar concepts very important.

LANGUAGE REQUIREMENTS:

- English level 3

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

Equal Opportunity Employer