

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/KRK/PAS

Open to: Eligible Polish Students
Position: Student Intern in the U.S. Consulate in Krakow (Public Affairs Section)
Opening Date: February 25, 2020
Closing Date: March 10, 2020
Work Hours: 10-15 hours per week flexible
Days Per Week: to be determined
Duration: March - June, 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 Public Affairs Section.

MAJOR DUTIES OR PROJECTS:

- Outreach to students, research on various topics related to the United States, assistance with the graphic design of posters and leaflets
- Providing logistical and organizational assistance for consulate's events and projects
- Updating consulate databases
- Searching for interesting material for Consulate's social media sites, engaging with Social Media Team activities
- Help with translation
- Clerical assistance (e.g. internal mail distribution, preparing various lists in Excel, answering public calls)

SCOPE OF WORK AND RELATED DUTIES:

Duties will also include: keeping track of the PAS events calendar, help with general consulate correspondence (drafting replies), handling RSVPs of PAS events.

QUALIFICATIONS REQUIRED:

- The preferred candidate would be a student of American Studies, international relations, political science or journalism in the 2nd – 5th year of study
- Good knowledge of world affairs
- Record of activity at university clubs, student organizations, non-governmental organizations or volunteering activities

SKILLS:

- Good interpersonal skills, in person as well as over the phone
- Good writing and interpreting skills in English
- Computer literacy/familiarity with computer applications
- Familiarity with social media (Facebook, Instagram, etc.)
- Time management, attention to detail, self-initiative

ABILITIES

The best applicant will be able to suggest fresh ideas for programs and outreach to students.

LANGUAGE REQUIREMENTS:

- English level 3/3; Polish level 4/4

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

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