

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: February 5, 2018
Closing Date: February 17, 2018
Work Hours: 9 am to 4 p.m. hours per day (after hours as required)
Days Per Week: 5 days (flexible schedule)
Duration: 3 months (starting in March 2018)

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. Embassy in Warsaw is seeking to hire a Polish Student intern to support the Foreign Commercial Service in programs and events.

MAJOR DUTIES OR PROJECTS:

- Promoting U.S. exports to Poland and Polish investments in the U.S.;
- Assisting Commercial Specialists provide Commercial Service products and services to U.S. firms;
- Completing original market research to identify opportunities for U.S. firms.

SCOPE OF WORK AND RELATED DUTIES:

- Researching and compiling information on potential partners for U.S. firms;
- Helping to update FCS website and social media platforms;
- Clerical duties – working as a receptionist clerk;
- Other duties as required.

QUALIFICATIONS REQUIRED:

KNOWLEDGE:

- Interns must have interest in business and be interested in developing concrete business skills and understanding American business practices.

SKILLS:

- Basic knowledge of business customs in Poland;
- Team work, communication with business clientele;
- Experience with social media;
- Computer skills including Word, Excel, Outlook Express, Adobe;
- Working with websites.

LANGUAGE REQUIREMENTS:

- **Fluent in written and spoken English and Polish**

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