OPEN TO: All non-U.S. citizen university student residents in Vietnam

POSITION: Public Affairs Section Student Intern (11 positions)

OPENING DATE: March 7, 2017

CLOSING DATE: March 21, 2017

WORK HOURS: Part-time, 8-10 hours/week

LENGTH OF INTERSHIP PROGRAM: Six (6) to twelve (12) months

The Embassy of the United States of America in Hanoi is seeking 11 part-time, unpaid university students as interns at the Public Affairs Section (PAS).

BASIC FUNCTION OF THE POSITION

The PAS Student Internship benefits both the U.S. Embassy and students by providing a valuable educational experience to students while assisting the U.S. Embassy accomplish important mission goals.

PAS Student Interns will be responsible for daily tasks of running the American Center (AC), Education USA center and Fulbright program including greeting clients and ensuring that they adhere to the Center’s rules; re-shelving books, magazines and DVDs; hosting group discussions, monitoring and reporting speaker programs, and supporting other programmatic or administrative tasks as requested; assisting in maintaining the AC and Education USA collections and the client database. Interns at the Press Office under PAS will translate between English and Vietnamese and do media research. Interns will also support programs, events, educational outreach, Facebook and other social media activities; promote AC, Education USA, Fulbright products and activities and other administrative tasks as required. Interns will receive on the job training. All duties will be performed in English. For more information about PAS programs, go to https://vn.usembassy.gov/.

Please contact the Human Resources Office at 3850-5000, ext. 5126/ext. 5127 for further inquiries.

QUALIFICATION REQUIREMENTS

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

- Must be a currently enrolled university student in Vietnam.
- Must have excellent communication skills and ability to work as part of a dynamic team.
- Must be at least 18 years of age at the time of appointment and a non-U.S. citizen.
- Must have demonstrated the potential to accomplish the type of work to be performed.
- Good command of both spoken and written English is required (this will be tested).
- Familiarity with the American Center, Education USA, Fulbright and other Embassy programs is preferred.
ADDITIONAL SELECTION CRITERIA

1. Non-host country foreign nationals who are legal resident students of Vietnam are required to submit the same documentation as the other applicants, plus a legal residency permit.
2. All PAS Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to becoming an intern.
3. Applicants not in their last year of university are preferred.
4. If selected, the student must pass a security background check.

PLEASE NOTE: INTERNS ARE NOT CONSIDERED U.S. EMBASSY EMPLOYEES

- The intern will not be considered as a U.S. Federal Employee.
- There will be NO employment benefits associated with this position: annual leave accrual, sick leave, etc.
- There will be NO compensation or payment.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Application for Foreign National Student Intern Program (find the attached form). 
2. Statement of Interest form (attached) should include the student’s objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission’s goals and Public Affairs Section’s needs.
4. Copy of ID card and student card.
5. Copy of most recent academic transcript.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

Applications should be submitted through email to the address: HanoiHR@state.gov

Subject line must be: (HANVA 17-12) or your application may not be considered.

We will only accept applications by email. If your submission gets through successfully, you will receive an automatic reply from our Recruitment Mailbox which reads “This is to confirm that HR received your application. Please do not reply to this message.” If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do NOT attach a photo on an application form.

POINT OF CONTACT:

Human Resources Office
Telephone: 84-4-3850-5000 ext. 5126/ext. 5127
Fax: 84-4-3850-5019