

# VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

*U.S. MISSION GERMANY*

**Number:** N/A

**Date:** 05/21/2008

<b>Position Title</b>	<b>Volunteer Foreign National Student Intern</b>
<b>Location</b>	<b>American Consulate General, Frankfurt am Main, Financial Management Section</b>
<b>Open To</b>	<b>German and Third Country Nationals</b>
<b>Salary and Grade</b>	<b>Unpaid</b>
<b>Schedule</b>	<b>40 hrs per week, temporary position from June through September 2008</b>
<b>Opening Date</b>	<b>May 21, 2008</b>
<b>Closing Date</b>	<b>Until filled</b>
<b>Security Requirement</b>	<b>U.S. Mission issues medical / non-sensitive security clearance</b>

The American Consulate General in Frankfurt am Main is seeking an individual for the position of Volunteer Foreign National Student Intern in the General Services Office.

## **BASIC FUNCTION OF POSITION**

(A copy of the complete position description listing all duties and responsibilities is available upon request.)

1. Operating central receiving points.
2. Receiving and inspecting various types of expendable (EXP) & non-expendable (NXP) property.
3. Preparation of receiving reports for the appropriate offices within the Consulate.
4. Maintaining strict control over all incoming and outgoing property.
5. Assigning and affixing NEPA property numbers.
6. Preparation of property transfer documentation.
7. Use of hand operated scanners used to track property movement.
8. Basic warehouse procedures.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific information supporting each item.

**LANGUAGE:** Level III (good working knowledge) English and German language skills are required. (speak/write and read).

## **KNOWLEDGE, SKILLS, ABILITIES:**

- General computer skills are essential with a strong facility in Microsoft applications.
- Strong customer and interpersonal skills.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

## APPLICATION INFORMATION

- **Application Requirements:** The U.S. Mission will only accept applications from non-U.S. citizens. The purpose of the Volunteer National Student Intern Program is to offer local students the challenge of working in the Foreign Affairs arena.  
There are no benefits attached to this internship and no compensation, nor any future employment rights.
- **Additional Selection Criteria:**
  1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
  2. The candidate must be able to obtain and hold a non-sensitive security clearance and also a medical clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation to the  
American Consulate General  
Human Resources Office  
Birgit Blaesing  
Gießener Straße 30  
60435 Frankfurt am Main
  1. Please send any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
  2. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
  3. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

**CLOSING DATE FOR THIS POSITION:** Until filled

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: GSO:JESeman  
Cleared: HR: AKosinska  
Drafted: HR: BBlaesing