

# VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

*U.S. MISSION GERMANY*

**Number:** N/A  
**Date:** 10/16/2009

<b>Position Title</b>	<b>Volunteer Foreign National Student Intern</b>
<b>Location</b>	<b>American Consulate General, Frankfurt am Main, Human Resources Office</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</b>
<b>Opening Date</b>	<b>October 15, 2009</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 is seeking an individual for the Volunteer Foreign National Student Intern appointment in the Human Resources Office.

## **BASIC FUNCTION OF POSITION**

Incumbent assists the Human Resources Staff with a variety of duties in administering programs and, policies for American Direct Hire and Locally Employed staff.

## **QUALIFICATIONS REQUIRED**

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

**EDUCATION:** Present enrollment in a university or secretary/language school.

**EXPERIENCE:** Human Resources experience or other clerical experience.

**LANGUAGE:** Level IV (fluent) German language skills and Level III English (good working knowledge) are required.

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

- Knowledge of clerical procedures.
- Good typing skills are required – (Level II – 40 wpm).
- Substantial computer skills with background in EXCEL and WORD.

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

## APPLICATION INFORMATION

- **Selection Process:** It is essential that the candidate specifically address the required qualifications in the application.
- **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.

**To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation to:

American Consulate General  
Human Resources Office  
Birgit Blaesing  
Gießener Straße 30  
60435 Frankfurt am Main

1. The application should consist of a letter of introduction and a CV or resume in English. Certificates, awards or degrees in English or German do not need to be translated.
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above should be included.
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: MGT/HR: MRRittley  
Drafted: MGT/HR: BBlaesing