

# VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

*U.S. MISSION GERMANY*

**Number: N/A**  
**Intern Program 2011**

<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>Duration to be determined on individual basis</b>
<b>Opening Date</b>	<b>continuous</b>
<b>Closing Date</b>	<b>Until filled</b>
<b>Working Hours</b>	<b>Full-time, 40 hrs./week</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.

To Apply: Interested applicants for this position must submit their application and pertinent supporting documentation by the deadline using the U.S. Mission's electronic application procedure:

Direct link: <http://employment.usembassy.de/>

**Please note:**

- Application language is English, i.e. letter of introduction and CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
- Applicants must submit a complete application for each and every advertised employment opportunity, s/he is applying for. This includes an enrollment confirmation from the university/school.
- Note that the U.S. Mission Germany does not refund travel expenses incurred by the interviewee.
- **Eligibility 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. The U.S. Mission will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.

**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: KVHare  
Drafted: MGT/HR: JISzafermann