

VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

U.S. MISSION GERMANY

Number: N/A

Date:

Position Title: Volunteer Foreign National Student Intern (one position)

Location: Printshop (= Media Support office) of the American Embassy Berlin

Open To: German and Third Country Nationals

Salary and Grade: Unpaid

Schedule: 24-40 hrs per week, temporary position

Opening Date: 10-01-09

Closing Date: Until filled

Security Requirement: U.S. Mission issues medical / non-sensitive security clearance

PERTINENT APPLICATION INFORMATION

- **Application Procedures:** Interested applicants must submit their applications and pertinent supporting documentation to the:

**American Embassy
Human Resources
Karen Keith
Clayallee 170
14195 Berlin**

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 internship 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.

BASIC FUNCTION OF POSITION:

The internship position supports the Printshop (= Media Support Office) of the American Embassy Berlin, Germany.

The intern will be helping with operating digital printing and reproduction systems as well as working with print finishing equipment, such as folding, stitching, trimming and cutting equipment. In addition, the intern will be asked to assist in wrapping and shipping completed jobs, as well as preparing files for reproduction, using graphic applications. The intern should have strong English and native German skills, be a good organizer, and have good knowledge in Microsoft Office and Adobe Software (Acrobat, Creative Suite). The intern should expect to work 24-40 hours per week. Actual work hours are flexible. The intern will be needed from about April 1, 2009 through- June 2009.

The intern will report to the General Services Officer, Mr. Clifford Sorensen.

REQUIRED QUALIFICATIONS

Applicants must address each selection criterion detailed below with specific information supporting each item in order to be considered qualified.

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

EXPERIENCE: Incumbent must be at least 18 years of age at the time internship begins and should have some clerical experience in office type work as well as some experience in print and media technology (Druck- und Medientechnik)

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

KNOWLEDGE, SKILLS, ABILITIES:

- Good typing skills are required – (Level II).
- Substantial computer skills with background in WORD, other Microsoft products, and the Adobe Creative Suite.

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

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.