



ANNOUNCEMENT

Foreign National Student as Intern (FNSI) Vacancy U.S. Embassy Tirana

OPEN TO: All Interested Candidates

OPENING DATE: April 16, 2019

CLOSING DATE: April 23, 2019

WORK HOURS: Part-time, minimum 20 hrs. /week
(Monday through Friday, 08:00 AM – 04:30 PM)

WORKING PERIOD: June through October 2019

The U.S. Embassy Tirana is seeking ONE individual for the positions of Local Intern in the Public Affairs Section (PAS).

The internship is an unpaid program. Student applicants will undergo both medical and security clearances. **Medical check expenses will be paid** by the student.

Applicants for FNSI positions must meet the following eligibility requirements:

Citizenship – must have Albanian citizenship and a copy of ID/Passport should be provided.
Student – must be a currently enrolled student in good academic standing, **documented through a certified transcript.**

- Age Requirement – Must be at least 18 years old at the time the internship begins
- Must provide proof of health insurance coverage

Using the accompanying documents, please review the available positions and complete a written Statement of Interest (see last page of this notice). Please forward the Statement of Interest to canobx@state.gov via e-mail. **Applications are due by April 23, 2019.**

PROGRAM REQUIREMENTS

EDUCATION: Must be enrolled as a degree-seeking student

EXPERIENCE: Applicants must demonstrate excellent time management and organizational skills, good writing skills, communication, and interpersonal skills. Applicants should demonstrate attention to detail and be well-versed in the use of social media platforms.

Applicant should be fluent in English and Albanian.

DUTIES SUMMARY

Public Affairs Section (PAS).

Exact responsibilities will be determined based on candidate's interests and qualifications and section staffing needs, but are likely to include work with the Public Affairs Section's Educational and Cultural outreach programs.

The applicant will assist with youth outreach, social media campaigns, and events. The incumbent may also be involved helping coordinate exchange and grants programs. Additionally, the intern will assist with other Public Diplomacy projects as needed.

SELECTION PROCESS

Only qualified candidates will be contacted for interviews.

Print Name (Last, First, MI)

Student ID Number (if applicable)

Statement of Interest

Write a Statement of Interest that describes your objectives and motivations in seeking an internship with the U.S. Mission. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

Be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered.