

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/KRK

Open to: Eligible Polish Students
Position: Student Intern in the Public Affairs Section in CG Krakow
Opening Date: July 30, 2009
Closing Date: August 31, 2009
Work Hours: 10 hours per week
Duration: Fall Semester 2009 (with possible extension through spring semester 2010)

Note: All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Consulate in Krakow is seeking an individual for the position of Student Intern in the Public Affairs Section.

Major Duties or Projects:

- **Translating from English to Polish for consulate website**
- **Assisting IRC with research requests; updating facebook, and consulate blog**
- **Updating contact database**
- **Assisting with organizing major PAS events such as lectures, exhibition openings, concerts, etc., especially design of simple posters and invitations**

Qualifications Required

- **The preferred candidate would be an undergraduate student in English Philology, American Studies or journalism**
- **Good Computer skills (Photoshop, Publisher or similar), good interpersonal and writing skills, good organizational skills, experience with new media and some graphic design**
- **Fluent English and Polish**
- **Ability to translate from English to Polish.**

Information and application materials are available at
<http://warsaw.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational

institution) that addresses the qualification requirements of the position listed above by:

- 1. email :PSIPWarsaw@state.gov**
- 2. mail or hand delivery to:**

**U.S. Consulate in Krakow
ul. Stolarska 9
31-043 Krakow
Attn. Polish Student Internship Program**

Or

**U.S. Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
Attn. Polish Student Intership Program**

NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.

Closing date for this position: August 31, 2009

Equal Opportunity Employer