

The U.S. Embassy in Montevideo is seeking a university student who meets the requirements below and is interested in achieving practical experience through a volunteer internship in the Embassy's Political section.

Political Section:

The student intern will work in the Political Section. The student intern's main duties include:

- Monitor a range of media and research issues (through online resources, printed press, and other media) related to Uruguay's domestic political environment and international relations;
- Draft supporting documents (briefing papers, meeting notes, charts, presentations, etc.);
- Provide general administrative support;
- Schedule appointments and support visits and events;
- Attend internal and external meetings with staff.

The internship will take place at the U.S. Embassy in Montevideo. Interns should be available to work at least 4 hours per day, from Monday through Friday. Embassy work hours are from 8:00 a.m. to 5:30 p.m.

Internship schedules are somewhat flexible and can be arranged according to the student's availability.

QUALIFICATIONS REQUIRED:

Currently enrolled in a local university (second year to graduate students) in social sciences, political science, international relations, business administration, journalism and/or related studies. Recommendation letters from two professors are required. The successful candidate will have a proactive and outgoing personality and the ability to work under pressure. Self-initiative is valued. Excellent English-language and writing skills are a must, as well as familiarity with search engines, use of databases, and the most common Office 2010 applications (including Word, PowerPoint, and Outlook).

Prior work experience will be valued.

OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:

1. Age: Must be at least 18 years old.

2. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State can find information at <http://careers.state.gov/student/> .

3. Must be a student in good academic standing, provide a certified transcript, and provide written permission from the educational institution.

4. Medical Insurance: Interested students must have their own medical insurance.

SELECTION PROCESS

All interested candidates who fulfill the above requirements should send a current biographical data sheet containing detailed information on studies, past work experience (if any), and references to jobsMVD@state.gov .

The first screening of applicants will be based on the data provided. The most qualified candidates will be called for an interview.

Once selected, the candidate will be subject to security checks before approval to participate in the program is granted.

ADVANTAGES FOR THE STUDENT

This is an excellent opportunity to obtain practical experience in a challenging environment, get a better understanding of bilateral U.S.–Uruguay relations, and use the English language in a professional setting. The Embassy will provide a report of the student's performance according to the requirements of the student's university, and a letter of recommendation upon request.

FINAL NOTE: The intern is not considered an employee. No compensation, benefits or leave are offered.