



**The U.S. Embassy in Montevideo is looking for a senior university student who meets the requirements below and who is interested in gaining practical experience through a volunteer internship in the Embassy's Commercial Section.**

**Commercial Section:**

**The student intern will gain experience in the following areas by assisting the Embassy Commercial Section team in:**

- **Trade Promotion:** Providing support to activities, events and trade missions, high-ranking international visits, organization of receptions at official residence, etc. Search and collect trade data (import) from online data services. Communicate with suppliers in different industries and understand the functioning of global value chains and U.S. participation in them.
- **Administrative Assistance:** Schedule appointments, draft and/or translate official letters, file and destroy official documents, update databases with information on U.S. and local companies, operate databases to generate invitations to official functions, update client lists, provide general administrative support to the Commercial Section office.

**Job Summary**

As part of the Commercial section, the intern will have challenging activities every day that pursue the core mission of the Department of Commerce, which is to create the conditions for economic growth and opportunity for the U.S. These activities ensure fair and reciprocal trade and provide the data necessary to support U.S. exports to Uruguay and foreign direct investment into the U.S.

As a local, knowledge of the Uruguayan market and regulations will play a key role in assisting U.S. companies to do business abroad.

The internship will take place at the U.S. Embassy building in Montevideo. Interns must be available at least 4 hours per day, Monday through Friday. The Embassy's working hours are from 8:45 a.m. to 5:30 p.m. The intern's schedule is relatively flexible and will be arranged according to the student's availability.

#### **QUALIFICATIONS AND SKILLS REQUIRED:**

- Currently enrolled in the final year of a local university or business school, in the areas of international trade, business administration or related areas.
- The successful candidate must have a proactive and outgoing personality, and be able to work under pressure, with little supervision. Personal initiative is a plus.
- Excellent oral and written communication skills in English are required. Advanced English is a must.
- Familiarity with search engines, use of databases and Office tools, such as Microsoft Teams.

#### **OTHER FORMAL REQUIREMENTS FOR THE VOLUNTEER INTERNSHIP:**

1. Age: Must be at least 18 years old. Being an advanced student is a must.
2. Previous experience in other similar positions will be highly valued.
3. Citizenship: This opportunity is for non-U.S. citizen students only. U.S. citizens who are interested in applying for a student internship with the Department of State can find more information at <http://careers.state.gov/student/>
4. The selected student must have an excellent academic average and provide a transcript.
5. Medical Insurance: the interested student must have his or her own medical insurance.
6. Commitment to complete the internship to completion (total: 240 hours).

#### **SELECTION PROCESS**

All interested candidates who meet the requirements explained above should send to [jobsMVD@state.gov](mailto:jobsMVD@state.gov):

1. **Updated CV containing detailed information about studies, certifications, projects, volunteering, ventures or previous work experience if any.**
2. **University transcript.**
3. **Letter of recommendation: From a professor or academic mentor that supports your skills and professional attitude.**

The first selection of applicants will be made based on the data provided. The best qualified candidates will be contacted for an interview.

Once selected, the candidate will be subject to medical and safety checks before being approved to participate in the program.

**FINAL NOTE: The intern is not considered an employee. There is no compensation, benefits or leave of absence.**