

Les recordamos que el Departamento no realiza ningún tipo de filtro con las postulaciones recibidas.  
Les agradecemos que antes de postularse, corroboren que reúnen todos los requisitos que la empresa solicita.

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## PRÁCTICA PROFESIONAL (No Remunerada)

# Embajada de los Estados Unidos

SELECCIONA:

## Volunteer Internship

The U.S. Embassy in Montevideo is seeking a university student who meets the requirements below and who would be interested in achieving practical experience through a volunteer internship in the Embassy Information Resource Center, (IRC) section.

### IRC Section:

The IRC provides research, reference and outreach services and specializes in providing information about current U.S. foreign and domestic policies, U.S. news, Congressional legislation, trade matters, and social & cultural issues.

### The student intern will gain experience in the following areas by assisting IRC Section personnel in:

- Preparing a client's database, which will include the supporting documentation to operate this database, and briefing the IRC staff on its use. The project will also include the conversion of the existing data and the update of the client's contact information. This project is aimed to be the main focus of the internship. In order to be able to accomplish it, the intern will be able to display excellent customer service, both face to face and over the phone, in addition of commendable organization skills.
- Performs other duties as assigned by the IRC Assistant.

The internship will take place at the U.S. Embassy building in Montevideo. Interns should be available at least 4 hours per day, Monday through Friday. Embassy work hours are from 9:00 a.m. to 5:30 p.m. Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

### Education and skills:

- Currently enrolled in a local university, second year level and above in the areas of IT (Information Technology) or similar.
- Good English writing and excellent communications skills.
- Previous experience with databases and dealing with the public, especially by phone.
- Outgoing and proactive personality.
- High degree of initiative.
- Be able to work under certain pressure at times.
- Excellent computer skills in Access, Outlook, Word (and its functions such as mail-merge, etc.), Excel (and basic formulas) and in the use of the INTERNET to gather information.

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

1. Age: From 18 to 23 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 further background information @ <http://careers.state.gov/student/>
3. Must be a student in good academic standing, provide a certified transcript to verify and provide written permission from the educational institution.
4. Medical Insurance: interested student must have his/her own medical insurance.
5. Practical professional experience has to be a career requirement.
6. Commitment to follow through with the internship until its completion.

### **Selection Process:**

First screening of applicants will be done on bases of the data provided. The best qualified candidates will be called for an interview.

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

### **Advantages for the Student:**

This can be a very interesting opportunity to obtain practical experience in a challenging environment, practice the English language and gain experience with the latest developments in public diplomacy and electronic outreach.

The Embassy will provide a report on the student's performance according to the requirements of the student's University.

**FINAL NOTE: The intern is not considered an employee.**

There is no compensation, benefits or leave.

**All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to [psp@um.edu.uy](mailto:psp@um.edu.uy) before July 23, 2010.**