

INTERNSHIP POSITION AT CONSULATE GENERAL MERIDA

POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT

OPEN TO: To all interested students: International Relations, Political Science, Social

Communications or any related field.

OPENING DATE: January 15, 2017

CLOSING DATE: January 31, 2017

WORKING HOURS: Part-time; 20 hours/week (School Internship Term)

SALARY: N/A

Public Diplomacy, Political and Economic Mexican Student Intern

Objective: To engage intern in a manner that both advances the work of Public Diplomacy, Political and Economic Sections in Consulate Merida and provides an enriching and educational experience for the intern. Efforts should be made to provide opportunities to work in a variety of areas of the section, such as, press, academic, cultural and social media. Work requirements should be concrete with clear expectations and deliverables.

Duties and Activities

Press / News:

- Support with local news summary of relevant news stories form the major regional newspapers and webpages.
- Search and prepare summaries of stories relevant to Consul General.

Social Media:

- Intern will assist the social media specialist updating pictures of PAS (Public Affairs) and Consulate events at the Consulate's Flickr site.
- Track social media platforms (Twitter/Hootsuite) to identify news stories regarding key topics that involves the consulate.

 Intern will review social media listings from DC and CDMX and suggest social media postings to social media specialist

Event/Program Support:

 Intern will assist Consulate General Staff in performing special duties, such as, but not limited to, logistical and organizational support during VIP visits, PD POL/ECON (Public Diplomacy, Political and Economic) section events, conferences and other Consulate General outreach events and activities

Bios and backgrounds:

Intern will assemble the existing bios of local government officials and professionals that we
have, updating, formatting and organizing them; will identify the bios that we should have,
utilizing necessary resources to find accurate, up-to-date information on these individuals

Calendar:

 Intern will update Executive Calendar with upcoming public educational, cultural, press, political, economic-related events in the region, reviewing online resources to update calendar regularly.

Admin:

- Support PD POL/ECON (Public Diplomacy, Political and Economic) by preparing eSevices requests for assistance
- Support with grants to draft, prepare and file grants issued to local institutions that partner with PD (Public Diplomacy) Merida.
- Prepare representational vouchers.
- Update Consulate General Contacts

Long-Term Projects:

- Create a Directory of Universities in the United States that have agreement with local Universities.
- Create a directory of Cultural centers as possible partners.

Other Duties:

- Support other offices when necessary, upon approval from CG/supervisors
- Perform other duties as assigned

Mission's requirements for Mexican Student Interns:

- **1-**Minimum age: The Intern Program applicants must be at least 18 years of age at the time of appointment.
- **2-**The student must have completed academic courses relevant to the type of work to be performed.
- **3-**The student must hold a Level III in English. The level will depend on the requirement of the employing office.
- **4-**TOEFL/ITP/PBT/IBT/TOEIC test scores will be used to determine whether the student meets minimum fluency requirements. If the student doesn't have the test score for any of these tests, then the student will be tested at the Consulate.
- **5-**The student must be in good academic standing at their current educational institution and a minimum GPA of 8.0 is required
- **6-**The student must receive a security certification from the RSO (Regional Security Office) following selection.
- **7-**The student must be covered by his/her own medical insurance and must receive a medical clearance from the Embassy Health Unit.
- **8-**There are <u>no benefits</u> attached to this temporary internship and <u>no compensation</u>.
- 9-The intern's part-time schedule is flexible within the Consulate's working hours (7:30 am 4:30 pm).

Note: Any costs for travel and test fees are the applicant's responsibility.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

- 1. Complete the Statement of Interest. Should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the U.S. Mission's goals/office needs.
- 2. Sign the U.S. Department Of State Gratuitous Service Agreement.
- 3. The intern has to have a written request and permission from her/his university at which the student is enrolled before accepting the internship.
- 4. Provide a transcript of grades. A minimum GPA of 8.0 is required.
- 5. Submit TOEFL/TOEIC English proficiency score English level III: TOEFL ITP/PBT 540+ TOEFL iBT 76+ TOEIC PBT 650+ or request Consulate English assessment.
- 6. Submit all documents to MeridaHR@state.gov

The forms mentioned above can be found here: forms

WHERE TO APPLY:

<u>MeridaHR@state.gov</u> Please include **Intern Public Diplomacy Position** in subject line of e-mail. Please note that hard copies are not accepted.