



**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's Commercial Section.**

### Commercial Section:

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

- Trade Promotion: Providing support to commercial activities, trade events, trade missions, international visits, mailings, etc. Searching and collecting trade (import) data from on-line data services.
- Administrative Assistance: Scheduling appointments, drafting and/or translating letters, filing and shredding documents, updating data bases with information about US and local business, operating data bases to generate invitations to official functions, updating client listings, providing general administrative support.

### Job Summary

As a part of the Commercial section, the intern will have every day challenging activities that pursue the Department of Commerce main mission, which is, create the conditions for economic growth and opportunities for the U.S. These activities are ensuring fair and reciprocal trade and provide the necessary data to support commerce.

As a local, the knowledge from the Uruguayan market and regulations will play a key role in assisting U.S. companies in doing business overseas.

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 8:45 a.m. to 5:30 p.m. Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

## QUALIFICATIONS AND SKILLS REQUIRED:

- Currently enrolled in a local university or business school, in the areas of international trade, management, or related areas.
- The successful candidate should have a proactive and outgoing personality and be able to work under pressure, with little supervision. Self-initiative will be valued.
- Excellent English-language oral and writing skills are a must.
- Be familiar with search engines, use of data bases, and Office tools.
- Ability to take phone calls and call local contacts.

## OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:

1. Age: Must have 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 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. Recommendation letters from two professors will be needed.**
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**

All interested candidates who fulfill the requirements explained above should send to [jobsMVD@state.gov](mailto:jobsMVD@state.gov) before **March 19, 2021**:

- 1- Updated biographical data sheet containing detailed information on studies and past work experience (if any)**
- 2- Certified transcript from University**
- 3- Recommendation letters from two professors**

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.

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