



U.S. Embassy Vilnius  
Human Resources Office

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Student Internship Opportunity  
Reference number: POLEC 01/2008

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**Internship:** Student Intern in Political/Economic section  
**Open to:** Foreign National Students, non-U.S. citizens  
**Opening Date:** August 25, 2008  
**Closing Date:** September 12, 2008  
**Work Hours:** Part-time (20 hours per week)  
**Duration of Intership:** 1 semester to 1 year

**NOTE: This program is entirely on a volunteer basis; there is no compensation attached to this internship and no benefits, nor any future employment rights. Service is not creditable for leave accrual.**

**Duties:** • Gather monthly/quarterly statistics on the Lithuanian economy: inflation, unemployment, balance of payments, etc.; • Update the CCG with new annual statistics; • Work on compilation of a list of U.S. companies present in Lithuania; • Assistance in preparation of the Gold Key and other Commercial Services; • Assistance in preparation of morning news briefings; • Assistance in setting up meetings; • Assistance in responding to business inquiries; • Other duties as needed.

**Requirements:** Good English language speaking, reading and writing ability (level 3/3 or higher). Fluent in Lithuanian. Able to use basic computer equipment and software (e.g. word processing, spreadsheets, etc.). General knowledge of Lithuanian history, politics and economics. Must be well-organized, flexible and creative. Prefer candidates majoring in either business or economics.

**Eligibility criteria:** Must be at least 18 years of age at the time of appointment. Only students who are non-U.S. citizens in the host country are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country. Must be a student in good academic standing. Must have demonstrated the potential to accomplish the type of work to be performed. Provide a certified document from the educational institution that the student is enrolled. If selected, the student must pass a background check and receive security and medical certifications before commencement of the internship.

**To apply:** To be considered eligible for consideration, documentation must be submitted to the Human Resources Office prior to the announcement's closing date:

1. **CV;**
2. **Statement of Interest** form which should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/office needs;
3. **Certified document** from educational institution that the student is enrolled.

**Submit all documents to:** Human Resources Office, U.S. Embassy, Akmenu 6, Vilnius  
or [HROVilnius@state.gov](mailto:HROVilnius@state.gov)