

MEXICAN NATIONAL STUDENT INTERN PROGRAM

Number: 17-01

Open to: All Interested Mexican Citizen Students

Position: **GDL Internship-PAS & POL/ECON**

Opening Date: March 28, 2017

Closing Date: Until filled

Duration: Part-time; 20 hours/week. Schedule may be adapted to the student's needs.

This is a volunteer position, under a Gratuitous Service Agreement. There are no benefits, compensation, or future employment rights attached to this internship.

The U.S. Consulate General in Guadalajara is seeking a student for an Intern position in the Public Affairs and Economic/Political sections.

Basic Function of Position

The intern will assist with updating PAS and Pol/Econ lists of contacts with accurate, up-to-date information. S/he will conduct research projects on political and economic data and trends in our four state district (Jalisco, Nayarit, Colima, and Aguascalientes). Incumbent will also assist with the administration of our press and social media outreach as well as cultural and education programs. The intern will perform other routine office tasks as needed.

Qualifications

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion:

- Applicants must be enrolled in a post-secondary school pursuing a university degree in Politics, Economics, or Communications.
- The incumbent of this position must be extremely organized and have excellent follow through. Must also have a very can-do, positive and solution-oriented demeanor.
- A good working knowledge of English (speak/read/write) is highly desirable.
- Proficient use of Microsoft Office (Outlook, Word, Excel) and Internet browsing computer programs.

Minimum Eligibility criteria

- Only Mexican Nationals attending local universities are eligible. Students must have at least one year remaining on their school program to apply for the position.

- Eligible students must meet the definition of a student as follows:

"An individual who is enrolled not less than half-time in a trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. All

Foreign National Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning the internship.”

ALL APPLICANTS MUST PASS A RIGOROUS CERTIFICATION PROCESS

Mission’s requirements for Mexican Student Interns:

- Minimum age: Intern Program applicants must be at least 18 years of age at the time of application
- The student must be in good academic standing at their current educational institution. A minimum GPA of 8.0 is required.
- The student must receive a security certification from the Regional Security Office (RSO).
- The student must be covered by his/her own medical insurance, and must receive a medical clearance for employment from a certified physician (cost is the applicant’s responsibility).

To apply:

To be eligible for consideration the following documentation must be submitted to the HR Office via e-mail (hrgdl@state.gov). Please refer to the position title in subject line of e-mail, i.e. **GDL Internship - PAS & POL/ECON.**

- Complete Application form.
- Statement of Interest: Asserting the student’s objectives and motivations in seeking the internship and how their academic courses and other experiences relate to the Mission’s goals/office needs.

The forms mentioned above are available at: <https://mx.usembassy.gov/embassy-consulates/guadalajara/mexican-national-student-intern-program-2/>

- Signed letter from the educational institution recommending the student for the internship.
- Copy of current schools transcripts of academic (cardex).
- Proof of health insurance coverage.