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Student Internships (Spring, Summer, Fall)



Gateway to State Application Process: <http://jobview.usajobs.gov/getjob.aspx?jobid=83379143>

We are now accepting applications for Summer 2010 Student Internship Program. Please click on: (<http://jobview.usajobs.gov/getjob.aspx?jobid=83379143>) or on the Gateway to State button above to view the vacancy on USAJobs and start the online application process. **Please note that the deadline to submit completed applications is November 2, 2009.**

How far could a student internship at the U.S. Department of State take you? Just for starters, it would give you a greatly coveted inside look into Foreign Service, the positions and the responsibilities that are possible.

Think of it as test-driving a career before you decide what you're going to do with your life. You'll gain valuable work experience that you'll be able to apply to virtually every endeavor — whether you work in government or in the private sector. Most of all, you feel good about doing something worthwhile for your nation.

Intern in Washington, DC or Overseas

At the U.S. Department of State, we like to say that we represent America to the world. As an intern here or abroad, you will be, too. Positions are both paid and unpaid, and many are available during spring, summer or fall.

For internship program details such as duties of an intern, participating offices and bureaus, types of internships, salary/benefit/housing information, please download the Student Internship Information Brochure (http://careers.state.gov/docs/4.0_Student_Intern_brochure.pdf 805kb, PDF).

Eligibility requirements

You must:

- Be a U.S. citizen
- Have good academic standing
- Successfully complete a background investigation
- Be able to receive either a Secret or Top Secret clearance (http://careers.state.gov/docs/4.0_Student_Clearance.pdf 34kb, PDF).

Random drug testing will be performed. Furthermore, you must be:

- A student. This means you have been accepted for enrollment, or are enrolled as a degree-seeking student in an accredited college or university
- A full- or part-time continuing college or university junior, or graduate student (including graduating seniors intending to go on to graduate school). An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more hours or 90 quarter hours) by the time the internships begins and will be entering at least the junior year immediately upon completion of the internship.

IMPORTANT: You are eligible to apply for the Department's internship program if you have not yet completed your registration at a college or university for graduate or post-graduate studies (including law school) or are awaiting an admissions determination for graduate or post-graduate studies (including law school). However, if selected for an internship, you must provide proof that you have registered, or have been accepted for enrollment for studies in the semester or quarter immediately following the internship before you can begin your internship.

A broad range of academic majors is sought in areas such as:

- Business
- Public Administration
- Social Work
- Economics
- Information Management
- Journalism
- Biological, Physical or Engineering Sciences

For overseas assignments, applicants must present evidence of medical insurance coverage. All students must be available to begin their internship within the appropriate application timetable. Click here to download the 2008 Student Internship Information Brochure (http://careers.state.gov/docs/4.0_Student_Intern_brochure.pdf 3089kb, PDF).

**DESCRIPTION OF BUREAUS OFFERING INTERNSHIPS
(Partial list of bureaus with positions for the Spring/Summer/Fall Internship program.)**

Bureau of Democracy, Human Rights and Labor (DRL)
(http://careers.state.gov/docs/4.0_Student_DRL.pdf 35kb, PDF).

Offices in the Economic, Energy and Business Affairs Bureau (EEB)
(http://careers.state.gov/docs/4.0_Student_EEB.pdf 65kb, PDF).

Bureau of European and Eurasian Affairs (EUR)
(http://careers.state.gov/docs/4.0_Student_EUR.pdf 148kb, PDF).

Bureau of International Information Programs

- Office of Current Issues (IIP/C)
(http://careers.state.gov/docs/4.0_Student_IIP-C.pdf 37kb, PDF).
- Publications Office (IIP/PUB)
(http://careers.state.gov/docs/4.0_Student_IIP-PUB.pdf 35kb, PDF).

- Video Production Team (IIP/V)
(http://careers.state.gov/docs/4.0_Student_IIP-V.pdf 37kb, PDF).
- Office of Web Development (IIP/W)
(http://careers.state.gov/docs/4.0_Student_IIP-W.pdf 33kb, PDF).

Bureau of Intelligence and Research (INR/R)

(http://careers.state.gov/docs/4.0_Student_INR-R.pdf 45kb, PDF).

Bureau of Oceans, Environment, and Scientific Affairs (OES)

(http://careers.state.gov/docs/4.0_Student_OES.pdf 47kb, PDF).

Office of the Secretary

- Office of the Coordinator for Reconstruction and Stabilization (S/CRS)
(http://careers.state.gov/docs/4.0_Student_S-CRS.pdf 102kb, PDF).
- United States Mission to the United Nations (USUN)
(http://careers.state.gov/docs/4.0_Student_USUN.pdf 46kb, PDF).
- Bureau of Western Hemisphere Affairs (WHA)
(http://careers.state.gov/docs/4.0_Student_WHA.pdf 64kb, PDF).

Compensation and Benefits

Unpaid Internships:

- May be able to earn college credit.
- Unpaid assigned to the U.S. qualify for MetroChek Transit Subsidy

Paid Internships:

- Temporary appointment at the GS-4 through GS-7 grade level (based on education, work experience and availability of funds)
- If appointment is for more than 90 days, annual leave and sick leave is earned at the rate of four hours per biweekly pay period
- Paid federal holidays
- Contribute to Social Security
- Paid interns assigned to the U.S. qualify for MetroChek Transit Subsidy

How to Apply

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All applications are submitted online through the "Gateway to State" system, which also screens applications to make sure that they are complete, and that applicants meet the eligibility criteria.

Click here: http://careers.state.gov/docs/4.0_Student_EUR.pdf to download the **Bureau of European and Eurasian Affairs (EUR) position descriptions** (148kb, PDF).

For more information on how bureaus select interns, and more detailed information on the application process, please download the Student Internship Information Brochure (http://careers.state.gov/docs/4.0_Student_Intern_brochure.pdf 805kb, PDF).

Technical Difficulties: Please contact the helpdesk via e-mail (<mailto:msghelp@monster.com>) or phone (866-656-6830) if you are having technical difficulties. Click here: http://careers.state.gov/docs/fax_instructions_2006.pdf to download Fax Imaging Instructions (83kb, PDF).