



Management Notice

United States Consulate General
Nogales, Mexico

NO: 2016-09

OPEN TO: All Interested Candidates

POSITION: Mexican Student Internship – POL/ECON

OPENING DATE: July 11, 2016

CLOSING DATE: August 5, 2016

DURATION: Part-time; 20 hours/week September 2016 – June 2017

Salary: No salary or benefits will be paid – this is a volunteer position.

The U.S. Consulate General Nogales is seeking an individual for the position of Intern in the Political/Economic Section (POL/ECON)

BASIC FUNCTION OF THE POSITION

Provide support to the executive officer at the USCG Nogales. The intern will cover political/economic issues. Position will include administrative duties such as filing, correspondence, research and creating contacts including duties and activities listed below. The position is a non-paid position however the intern can receive university credits.

DUTIES and ACTIVITIES

- Creating contacts for both political and economic issues, updating High Level Economic Dialogue contact database.
- Provide support for programs on women's entrepreneurship.
- Conduct research on Nogales Working Group of the High Level Economic Dialogue, prepare agenda and background material.
- Conduct research on economic trends in the region and look for opportunities to connect businesses between Arizona and Sonora.
- Translate material from Spanish to English and vice versa.

OTHER DUTIES

- Support other offices when necessary.
- Perform other duties as assigned.

Qualifications

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

- Political Science, Economics, Business Law, or International Relations undergraduate degree.
- English Level IV; Spanish Level IV or native speaker. (Please see section "To Apply" on pg 2 for test instructions).
- Optional: Experience in NGO, political party, public sector, or academia related to international relations/politics.
- Computer skills (word processing, excel, power point, Internet Explorer, research tools, and data bases) required.
- Applicants must be enrolled in a Masters Program.

All applicants must pass a security and medical certification process.

Minimum Eligibility criteria

- Only Mexican Nationals are eligible for the Intern Program.
- Eligible students must meet the definition of a student as follows:
"Student" means an individual who is enrolled, not less than half-time, in trade school, technical or vocational institute, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the HR Office that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

Mission's requirements for Mexican Student Interns:

- Minimum age: Intern Program applicants must be at least 18 years of age at the time of appointment.
- The student must have completed academic courses relevant to the type of work to be performed.
- The student must be able to speak English. The level will depend on the requirement of the employing office. **VEC** test scores will be used to determine whether the student meets minimum fluency requirements.
- The student must be in good academic standing at their current educational institution and provide a certified transcript of his/her grades. 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 from the Health Unit.
- There are **no benefits** attached to this temporary internship and **no compensation**.

To apply:

To be eligible for consideration the following documentation must be submitted and forwarded to the HR Office/Agency Intern Coordinator prior to the announcement's closing date:

- Fill out application form (1) /approved Agency form
- Complete "Statement of Interest" (2) 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
- Obtain signed written permission and request from institution
- Request school to send certified transcript of academic standing to the HR Office/Agency Intern Coordinator
- Complete and sign "Disclaimer Release" form (3)
- Complete Voluntary Service Agreement forms (4) /approved Agency form

Note: The above mentioned forms can be found by following this [LINK](#). Scroll down to the Forms section and following the submission guidelines on this announcement.

- Copy of English Language exam test score is required from the following institution website: <https://secure.vec.bc.ca/vec/online-test.cfm> (Cost is the applicant's responsibility).

-Submit all documents to the HR Office/Agency Intern Coordinator prior to the announcement's closing date.

-Be available for interview when/if called.

Submit application to:

Human Resources Office

U.S. Consulate General NogalesCalle San Jose s/n

Fracc. Los Alamos

Nogales, Sonora, Mexico CP 84065

Or

E-mail:NogalesHR@state.gov (Please refer to position number in subject line of e-mail.) i.e. **Mex Internship-POL/ECON**

Please check the U.S. Consulate General web site for future vacancy announcements:

<http://nogales.usconsulate.gov>

The US Mission in Nogales provides equal opportunity and fair and equitable treatment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Mexican National Student Intern Program is designed to facilitate students who are non-U.S. citizens seeking internships with Mission Mexico. The objectives and advantages of such a program serve to benefit both post and students by providing the Mexican national students with valuable work experience in the mission and by assisting post in accomplishing their goals. We seek to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are **no**

benefits or compensation attached to this internship or **any future employment rights**.

Drafter: ROJAS, M.

Cleared: TEAL,C.