

FOREIGN NATIONAL STUDENT INTERN PROGRAM

No: 16/03

Open to: All Interested Mexican Citizen Students

Position: **GDL Internship /Human Resources Clerk**

Opening Date: October 11, 2016

Closing Date: November 11, 2016

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 Human Resources office.

Basic Function of Position

The intern will assist under the direction of the Human Resources Supervisor, with the administration of the Performance Management Program for local employees, as well as the IMSS – IDSE (IMSS desde su Empresa) records. S/he will also participate in the management of the Awards Program. Incumbent will perform other duties in support of HR special projects and services to all local employees.

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 any Administrative Area.
- A good working knowledge of English and Spanish is highly desired.
- Excellent Computer skills (Microsoft Office Suite)

Minimum Eligibility criteria

- Only Mexican Nationals are eligible for the Intern Program.

- 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), not later than the closing date of the Announcement. Please refer to position Vacancy Announcement in subject line of e-mail, i.e. **GDL Internship /Human Resources Clerk**.

- 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.

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- Copy of current schools transcripts of academic.
- Copy of health insurance coverage.

The US Mission in Mexico 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.