



## INTERNSHIP POSITION AT CONSULATE GENERAL MERIDA

### POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT

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**OPEN TO:** To all interested students: International Relations, Political Science, Social Communications, Administration, Law or any related field.

**OPENING DATE:** December 6, 2019

**CLOSING DATE:** UNTIL FILLED

**WORKING HOURS:** Part-time; 20 hours/week (School Internship Term)

**SALARY:** N/A

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#### Consular Mexican Student Intern

**OBJECTIVE:** To engage intern in a manner that both advances the work of the Consular Section in Consulate Merida and provides an enriching and educational experience for the intern. Efforts should be made to provide opportunities to work in a variety of areas of the section, such as non-immigrant visas and fraud prevention. Work requirements should be concrete with clear expectations and deliverables.

#### Duties and Activities

##### Press / News:

- Review local news on a daily basis and assist in summarizing stories of relevance related to visa issuance.

##### Data Analysis

- Assist in analyzing visa data to prepare statistical studies relevant to the department
- Conduct demand planning and workflow studies for non-immigrant visa processes
- Assist in scheduling, to include telephone or email correspondence with visa applicants in English and Spanish

### **Operations Excellence:**

- Review, index, and archive electronic and hard-copy consular files; assist in improving existing file management system
- Assist in drafting or updating internal standard operating procedures related to consular operations
- Assist in updating and codifying new officer training SOPs; Gather existing resources and merge into a single-source document with suggested timeline for completion

### **Outreach:**

- Assist in preparing and executing social media-based visa public outreach events

### **LONG-TERM PROJECTS**

- Prepare fact book regarding common economic indicators within the consular region

### **OTHER DUTIES**

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

### **Mission's requirements for Mexican Student Interns:**

**1**-Minimum age: For the Intern Program, applicants must be at least 18 years of age at the time of appointment.

**2**-The student must have completed academic courses relevant to the type of work to be performed.

**3**-The student must hold a Level III in English. The level depends on the requirement of the employing office.

**4**-TOEFL/ITP/PBT/IBT/TOEIC test scores will be used to determine whether the student meets minimum fluency requirements. If the student doesn't have the test score for any of these tests, then the student will be tested at the Consulate.

**5**-The student must be in good academic standing at their current educational institution and a minimum GPA of 8.0 is required

**6**-The student must receive a security certification from the RSO (Regional Security Office) following selection.

**7**-The student must be covered by his/her own medical insurance and must receive a medical clearance from Post's Health Unit, following selection.

**8**-There are no benefits attached to this temporary internship and no compensation.

**9**-The intern's part-time schedule is flexible within the Consulate's working hours (7:30 am - 4:30 pm).

**Note: Any costs for travel and medical fees are the applicant's responsibility.**

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

1. Complete the [Statement of Interest](#). Should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the U.S. Mission's goals/office needs.
2. Sign the [U.S. Department Of State Gratuitous Service Agreement](#) (Page 9).
3. The intern needs to have a written request and permission from her/his university at which the student is enrolled before accepting the internship.
4. Provide a transcript of grades. A minimum GPA of 8.0 is required.
5. Submit TOEFL/TOEIC English proficiency score English level III: TOEFL ITP/PBT – 540+ TOEFL iBT – 76+ TOEIC PBT – 650+ or request Consulate English assessment.
6. Submit all documents to [MeridaHR@state.gov](mailto:MeridaHR@state.gov)

The forms mentioned above can be found on: [Merida | U.S. Embassy & Consulates in Mexico](#)

**WHERE TO APPLY:**

[MeridaHR@state.gov](mailto:MeridaHR@state.gov) Please include **Consular Intern Position** in subject line of e-mail. Please note that hard copies are not accepted.