



## INTERNSHIP POSITION AT CONSULATE GENERAL MERIDA

### POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT

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**OPEN TO:** To all interested students: Information Technology, Graphic Design, Communications 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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#### Information Programs Mexican Student Intern

**OBJECTIVE:** To engage intern in a manner that both advances the work of the Information Programs 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 telecommunications, web design, computer and peripheral equipment operation and data organization. Work requirements should be concrete with clear expectations and deliverables.

#### **BASIC FUNCTION OF POSITION**

##### **Preventative maintenance:**

- Changing ink cartridges, moving and delivering IT equipment, fixes of common components such as keyboards, mice and monitors, wiring, hardware and UPS batteries to offices as needed assist in summarizing related.
- Assist on Telecommunication Equipment Troubleshooting.

##### **Data Analysis and operations:**

- Creates reports and forms for different sections.
- Assist to improve existing file management system.
- Assist in analyzing data to prepare statistical studies relevant to the department.
- Assist in drafting or updating internal standard operating procedures related to IPO operations.

## **LONG-TERM PROJECT**

- Keep the Merida SharePoint up to date and design interphases and pages.

## **OTHER DUTIES**

- Assist in setting up Digital Video Conference (DVC) and conference calls.
- 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 II 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 **Information Programs Intern Position** in subject line of e-mail. Please note that hard copies are not accepted.