



OPENING ANNOUNCEMENT

Foreign National Student Intern Program

U.S. Embassy Seoul



What It Is

The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is 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 attached to this internship and no compensation, nor any future employment rights. The program is open to all students and provides the opportunity to work for a short period (not more than six months) in the Embassy to gain experience in various areas of foreign policy and management.

Who We Are

The U. S. Embassy in Seoul is comprised of various U.S. Government agencies. The Department of State, the primary presence at the Embassy, is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear non-proliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues -- improving logistical systems to get the best possible value for tax dollars. From time to time, a limited number of positions may become available for student interns who will work with Department of State (DOS), Foreign Agricultural Service (FAS), and Foreign Commercial Service (FCS) offices in the Embassy.

Program Requirements

The Student Intern is Not Considered a Federal Employee

A student participating under this program is not considered to be a federal employee of the U.S. Embassy for any purpose other than injury compensation or laws related to the Tort Claims Act.

No Compensation

No compensation or benefits are offered in connection with program. Performance evaluation report will be provided at the end of their internship if the interns request.

No Creditable Service

Participation and service in the Foreign National Student Intern Program is **NOT** creditable for leave accrual or any other employee type benefits.

Minimum Eligibility Criteria

Eligibility Criteria in General

Only students who are non-U.S. citizens in Korea are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country, 18 years of age, and who are enrolled in a university, college, or junior college of not less than half-time. Non-host country foreign nationals are required to submit the same documentation as the other applicants, plus documentation proving legal resident status.

Definition of Student

Eligible students must also meet the definition of a student, pursuant to Title 5 USC 3111, as follows:

"3111. For the purpose of this section, 'student' means an individual who is enrolled, not less than half-time, in a high school, trade school, technical or vocational institute, junior college, 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 Embassy 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."*

*NOTE: All Foreign National Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning their internship.

Minimum Age

The intern program applicants must be at least 18 years of age at the time of appointment.

Potential

The student must have demonstrated potential to accomplish the type of work to be performed, as demonstrated by transcripts and/or courses taken.

Transcript and Permission

The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it and must provide written permission from the educational institution in which the student is enrolled to participate in the Foreign National Student Intern Program.

Certifications

The student must receive a security certification and a medical certification once selected for the program and before starting to work. The selected applicant is responsible for obtaining the medical certification.

Transportation and Meal Allowance

Qualifying FSNIP interns may receive a daily allowance for each full-time day in the office.

Medical Insurance

The student must be covered under the ROKG's Health Insurance Program on his/her own.

Types of Assignments

Interns can be assigned duties that may include research, economic and political report writing, correspondence, information systems, analysis of international issues, consular work, administrative duties, property management, procurement, financial management, and personnel management.

Selection Process

- Once the applications are collected, each employing section reviews them.
- Selected candidates will be contacted for interviews by the Embassy.
- Once all personnel procedures are completed, then preliminary selection(s) are made, the Human Resources Office will send an official letter extending an offer to participate in the program to all those selected. This letter will include information on the position, the dates of the program (will be arranged between the student and the employing section) and the work location.
- Selected candidate will be required to bring a medical certification.
- Final selection is contingent on passing medical and security checks.

* The U.S. Mission is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability, or sexual orientation.

How to Apply

Students interested in this program must submit the following documents in one PDF no later than **March 31, 2023**:

1. Statement of Interest
2. Letter of Permission
3. Academic Record (Must be in good academic standing)
4. Certificate of Studentship (Optional)

Completed applications should be sent to the U.S. Embassy Human Resources Office.

Applications will not be considered without full submission of documents.

Email: SeoulFNSIP@state.gov

FNSIP Summer 2023 – Current Openings

Agricultural Trade Office (ATO) Intern – 1 Position

Position Description

Collect information on market developments and trends and conduct analysis on how these developments and trends impact U.S. food and agricultural exports. Independently develop and/or work with FAS Seoul staff to write up product briefs on various agricultural products which will be used to introduce U.S. exporters to the Korean market, including key market and regulatory information. Conduct research into competitor market activities, opportunities for, and successes of U.S. trade growth, and other market developments. Research benefits of increased social media platform usage for U.S. food and agricultural exports. Use research to create presentations for briefings on current market trends. Support ATO Seoul's market promotional efforts in trade shows, seminars, and outreach programs and perform routine administrative tasks, as necessary. Applicant should have strong English skills (speaking and writing) as well as social and computer skills necessary to perform above tasks.

Required Qualifications

- **Academics:** Junior or Senior majoring in business, economics, marketing, international trade, agriculture, or a related field
- **Skills:** Must be proficient in English and Korean (both writing and speaking) and have good analytical and problem-solving skills.
- **Period of internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor

Consulate Busan – Political/Economic Intern – 1 position

Position Description

This position is located at the U.S. Consulate in Busan, Korea (<https://kr.usembassy.gov/busan/>). Applicants are expected to work in Busan. Under guidance of the Consul and local staff, the intern performs online research and analysis on political and economic trends in the Consulate district, comprised of the Yeongnam region and Jeju. Prepares brief written reports on issues and daily news summaries. Travels with the Consulate team throughout the district for meetings with official and civil society leaders, serves as notetaker, and assists with informal interpretation as needed. May translate written remarks or messages. Supports event preparation and may perform routine clerical tasks.

Required Qualifications

- **Academics:** Political Science/International Relations, Economics, Journalism, or related social science field, preferably 1st to 4th year students.
- **Skills:** Applicant should have excellent English skills (speaking and writing) in addition to social and computer skills necessary to perform above-referenced tasks.
- **Period of Internship:** 6 months, 40 hours a week. The exact internship period will be arranged between the intern and the Consulate.

Community Liaison Office (CLO) – 2 positions

Position Description

The intern will perform as an assistant to the CLO Coordinator, CLO Assistant, and the CLO Administrative Assistant in all CLO functions as directed. The intern will, as directed by the CLO and CLO Assistant, provide Korean cultural and language resources to respond to the needs of families, under the guidance of the Senior CLO Administrative Assistant, and act on a timely basis to improve the quality of their lifestyle and host-country interactions for both employees and their family members. A secondary function is to provide administrative assistance to the CLO, CLO Assistant, and the Sr. Administrative Assistant in preparing newcomer and TDY packets, keeping accurate and updated records of newcomers list and CLO Activity board,

coordinating, and helping to execute CLO events/activities, assisting with phone calls and all recurring needs related to office management, correspondence, files and record-keeping.

Required Qualifications

- **Academics:** Any area of study, preferably second, third-, or fourth-year university student
- **Skills/Language Requirements:**
 - Level IV Korean and Level III English (fluency) both speaking and writing.
 - Strong interpersonal skills are required. The ability to organize and coordinate activities and to build contacts is imperative.
 - Must have proficiency in the use of Word, Excel, and PowerPoint.
 - Must have clear knowledge on how to maintain MS Outlook Express to deal with email exchanges.
 - Must be able to work independently.
- **Period of Internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor

Department of Homeland Security-U.S Customs & Border Protection (DHS-CBP) Section Intern – 2 Positions*

***Recruitment and positions for DHS-CBP are subject to funds availability and may change.**

Position Description

The subject selected for the position will work directly for the U.S. Customs & Border Protection (CBP) Attaché Office. CBP is one of the world's largest law enforcement organizations and is charged with keeping terrorists and their weapons out of the U.S., while facilitating lawful international travel and trade. As the world's first full-service border entity, CBP takes a comprehensive approach to border management and control, combining customs, immigration, border security, and agricultural protection into one coordinated and supportive activity. The men and women of CBP are responsible for enforcing hundreds of U.S. laws and regulations. On a typical day, CBP welcomes nearly 1 million visitors, screens more than 67,000 cargo containers, arrests more than 1,100 individuals and seizes nearly 6 tons of illicit drugs. CBP safeguards America's borders thereby protecting the public from dangerous people and materials while enhancing the Nation's global economic competitiveness by enabling legitimate trade and travel. We encourage applications from individuals with an inherent interest in international travel and trade. Duties will include corresponding public inquiry box regarding U.S. entry document requirement and customs procedure, providing translation and/or interpretation during various verbal and written settings.

Required Qualifications

- **Academics:** Any areas of study, preferably third- or fourth-year undergraduate students
- **Period of Internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor.

Economic (ECON) Section Intern – 2 Positions

Position Description

Perform research and analysis related to emerging economic trends, ROK's macroeconomic performance, and areas relevant to U.S. foreign policy priorities such as implementation of the Indo-Pacific Strategy, China and DPRK economic issues, the KORUS free trade agreement, and technological developments like 5G, artificial intelligence, and quantum technologies. Monitor and summarize relevant domestic media reports. Perform online research to aid section reporting. Support section events and senior leadership participation in meetings inside and outside the embassy. Act as note-taker at official meetings, and draft correspondence to Washington DC. Develop contacts at relevant public and private sector institutions. Perform routine clerical tasks as necessary, including filing, escorting visitors, and organizing meetings. Applicant should have excellent English skills (speaking and writing) in addition to social and computer skills necessary to perform above-referenced tasks.

Required Qualifications

- **Academics:** Economics, trade, finance, international relations, or related fields, preferably third- or fourth-year undergraduate students
- **Period of Internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor.

English Enrichment Program (EEP) Intern – 1 Position

Position Description

The EEP intern will complete various English language, translation, and multimedia projects, including compiling and organizing resources for each level of the English Enrichment Program. The intern will assist with designing and maintaining a multi-level “English Bulletin” to provide students with independent study opportunities on a weekly basis. The intern will assist during classes to provide conversation practice and minimal translation services, as necessary. Applicants should have excellent English language and multimedia skills and an interest in language learning and teaching.

Required Qualifications

- **Academics:** Any area of study
- **Period of Internship:** 90 days with the option to extend, up to 40 hours per week. The exact internship period and the hours per week will be arranged between the intern and the EEP instructors.

Foreign Commercial Service (FCS) Intern – 3 positions

Position Description

Working closely with American Commercial Service Officers and Korean Commercial Specialists to help U.S. exporters make inroads into the Korean market and advance U.S. commercial interests in Korea by conducting market research, organizing trade events and exhibitions, and taking care of office management/administration projects on as-needed basis. Applicants should have excellent computer skills, an ability to work in teams, and be fluent in both Korean and English. International or commercial experience is highly recommended, but not required.

Required Qualifications

- **Academics:** Any area of study; 3rd and 4th year undergraduate students and graduate students
- **Period of Internship:** Six months (minimum 90 days, maximum 6 months)

General Services Office (GSO) – Admin Assistant Intern – 1 position

Position Description

The incumbent will work as an intern in the General Services Office (GSO) of the US Embassy. GSO is a team of 60 Korean and American employees providing operational and logistical support to the Embassy. Our main functions are housing, shipping, procurement, motor pool, travel, and property management. This internship is a good opportunity to experience the back-office administrative work that supports American diplomacy. It is ideal for interns who want to experience detail-oriented work in an office environment.

Your main projects will be:

- Assist the Embassy GSO Procurement team with purchasing a wide variety of goods and services.
- Assist the Embassy GSO Property team with record-keeping and warehouse management.
- Assist the Embassy GSO Admin assistant and housing unit with administrative duties, house inspections, and a variety of housing issues.
- Assist the Embassy GSO Shipping team with Embassy inbound and outbound shipments.
- Organize and upload files to create digital archives.

Other projects may include some of the following, depending on our needs and your interests:

- Research regulations and update instruction documents for embassy customers.
- Analyze customer service data and create reports.
- Inspect embassy houses.
- Update housing records online
- Participate in GSO team meetings and activities.
- Assist with logistics for VIP visits.
- Back up Embassy admin staff who are on leave.

Required Qualifications

- **Academics:** Any area of study, 3rd & 4th year students
- **Skills/Qualifications:** Your application should include a brief statement (~one-half page) in English, describing why you are interested in an internship in GSO, and what you hope to learn. If you are called for an interview, you should demonstrate strong spoken English, excellent interpersonal skills, and a willingness to work in a team. You should also be prepared to tell us which types of GSO projects are most interesting to you.
- **Period of Internship:** 90 days to 180 days, full-time, 40 hours per week
- **Work Location:** Main work location is the Embassy Annex near Namyeong Station. You may also work sometimes at the Embassy Chancery new Gwanhwamun.

Korea Welcome Center Intern – 2 Positions

Position Description

Perform various customer-oriented projects, such as: detailed research of cross-cultural differences between Korea and the U.S. to provide guidance for American employees and their families including locally employed staff, production of a high-quality of Welcome Guides for new arrivals, revamp of the Korea Welcome Center website (Intranet/extranet). Applicants should have excellent customer service, computer, and English language skills.

Required Qualifications

- **Academics:** Any area of study, 3rd and 4th year students
- **Period of Internship:** 90 days to 180 days, full-time, up to 40 hours. The exact internship period and hours per week will be arranged between the intern and the Korea Welcome Center.

Protocol Office (EXEC) Section – 1 Position

Position Description

Mainly perform U.S. Embassy Contact Relations Management (CRM) database updates on high-level EXEC contacts along with their biographies. Support AMB and DCM hosted events by guest list input, following-up with guests through phone calls and emails using the CRM with appropriate manner, checking-in guests onsite and escorting, and preparing biographical information and appropriate briefing memos. Perform routine clerical tasks as assigned.

Required Qualifications

- **Academics:** Any areas of study, preferably third-or fourth-year undergraduate students but not limited to.
- **Skills:** proficient computer skills in database, MS Word, Excel, PowerPoint, or Photoshop is preferred as well as who could communicate and write well both in Korean and English.
- **Period of Internship:** 6 months but hours could be discussed especially during school period.

Public Diplomacy (PD) Section – 4 Positions

1. EOL Team: 1 Position

Position Description

The U.S. Embassy's Public Diplomacy section engages with the Korean public through cultural, educational, and professional exchanges and programs. This intern will provide administrative and programmatic support for embassy outreach, events, and programs targeting established opinion leaders in Korea. This intern will assist with identifying key audiences, support the creation and execution of programs, and draft supporting documents including internal memos, public presentations, and content for the embassy's social media accounts. This intern will also provide logistical support, update reporting systems, and contact databases, and provide informal translation assistance as needed.

Qualifications

- **Academics:** Open to all majors
- **Period of Internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor

2. Exchanges & Alumni Team: 1 Position

Position Description

The U.S. Embassy's Public Diplomacy section engages with the Korean public through cultural, educational, and professional exchanges and programs. This intern will provide administrative and programmatic support for the promotion and execution of exchange programs and assist in maintaining relationships with program alumni. The intern will conduct research to identify and recruit participants, draft related internal documents and outreach materials, and provide content for the embassy's social media accounts. This intern will also provide logistical support, update reporting systems and contact databases, and provide informal translation assistance as needed.

Qualifications

- **Academics:** Open to all majors; open to all academic years, preferably second, third, or fourth-year undergraduate students.
- **Period of Internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor

3. American Diplomacy House Team: 1 Position

Position Description

American Diplomacy House is a program platform for interactive, innovative, and direct engagement with the Korean public. In addition to the American Diplomacy House in Seoul, there are also five partner American Corners in Busan, Gwangju, Pyeongtaek, Gangneung, and Jeju. We are seeking a motivated and passionate intern who will help us implement public programs that help Korean youth gain leadership skills as well as a better understanding of America's diplomacy and foreign policy. Interns will assist with a variety of dynamic U.S. Embassy Public Diplomacy programs focused on U.S. foreign policy, society and culture, English language learning, and U.S. study opportunities. Intern's major responsibilities may include program planning, research, translation, presentations, greeting guests at American Diplomacy House programs, hosting events, taking photos/videos, and assisting in all aspects of ADH outreach programs.

Required Qualifications

- **Academics:** Open to all majors; open to all academic years
- **Skills:** Preference will be given to candidates with strong interpersonal and communication skills. General knowledge of Microsoft Office, photo editing software and social networking apps is a plus.
- **Period of Internship:** Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and the Public Engagement Team.

4. Communications Office: 1 Position

Position Description

The U.S. Embassy's Public Diplomacy section engages with the Korean public through digital outreach, including social media, as well as interviews and engagements with traditional print and broadcast media. This intern will provide administrative and programmatic support for embassy digital and press outreach to communicate messaging about U.S. foreign policy, values, and culture directly to the Korean people. This intern will assist with digital content creation, audience analysis, and research related to current trends in the

digital space. This intern will also provide support for projects related to traditional press, including daily media monitoring, basic translation, tracking press inquiries and other admin duties. Experience using social media platforms and digital/smart devices is highly desired. Applicants must be proficient in both English and Korean.

Required Qualifications

- **Academics:** Open to all majors; open to all academic years, preferably second, third, or fourth-year undergraduate students.
- **Period of Internship:** Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor

Political (POL) Section– 3 Positions

1. Political-External Unit: 1 Intern Position

Position Description

An intern in the Political-External Unit will assist in political information gathering and reporting. Areas of research may include inter-Korean relations and the Republic of Korea’s foreign policy particularly with China and Japan. Intern responsibilities may also include interpretation, translation, and general administrative support, including for VIP visitors. Strong writing skills in Korean and English language skills are desirable.

Required Qualification

- **Academics:** Political Science, International Studies, North Korean Studies, Regional Studies
- **Period of Internship:** 90-180 days. The exact internship period and work schedule will be arranged between the intern and the Political Section.

2. Political-Military Unit: 1 Position

Position Description

Intern will assist in political information gathering and reporting. Areas of research include military capabilities and trends in South Korea, security cooperation in Northeast Asia, political developments in the U.S.-ROK Alliance, legal matters related to the Status of Forces Agreement, and ROK defense trade with third countries. Intern responsibilities may also include notetaking, interpretation, translation, and general office support.

Required Qualification

- **Academics:** International Studies, Political Science, Security Studies, Regional Studies, Law
- **Skills:** Strong writing skills and oral proficiency in both English and Korean
- **Period of Internship:** 90 to 180 days. The exact internship period and hours per week will be arranged between the intern and the Political Section

3. Political-Internal Unit: 1 Position

Position Description

Intern will perform research and writing on political developments in the Republic of Korea, including the positions of the current administration, ruling and opposition parties in the National Assembly, political factions, and current legislation. Intern will also assist in information gathering on civil society, child labor, human rights, religious freedom, and trafficking in persons. Intern responsibilities may also include notetaking, interpretation, translation, and general administrative support.

Required Qualification

- **Academics:** International Studies, Political Science, Government, Social Science-related majors (for example: sociology, history)
- **Skills:** Strong writing skills and oral proficiency in both English and Korean

- **Period of Internship:** 90 to 180 days. The exact internship period and hours per week will be arranged between the intern and the Political Section