U.S. Embassy Budapest

is seeking highly motivated students for a

**Local Internship program**

(Unpaid internship)

**in the Human Resources Office in the Fall 2024**

20 hours/week (variable hours) for 6 weeks

**Major duties**

* Complete research to collect information to support recruitment by using different websites.
* Assist in drafting vacancy announcements, advertisements
* Assist in interview scheduling and enrolment
* Prepare different statistics/comparisons
* Assist in drafting and translating documents
* Assist in different fields of HR (payroll, performance evaluation, awards, occupational health, filing, digitalizing etc.)

**Requirements**

* Advanced Hungarian and English (reading, writing, speaking)
* Office etiquette
* Basic MS Office knowledge (ability to draft e-mails and letters)

NOTE: there are no benefits attached to this internship, no compensation, or future employment rights.

**How to apply**

Submit your application form (obtained from your university, also called the Statement of interest) along with your CV, and Certification of active student status to the Human Resources Office at the U.S. Embassy, Szabadság tér 12. 1054, Budapest or to budapestinterns@state.gov.

**Closing date: 04/19/2024.**