

U.S. Embassy Budapest

is seeking a highly motivated student for a

# Local Internship program

(Unpaid internship)

# in the General Services Office - Housing section in the Spring 2023

20 hours per week (variable/flexible hours) for 6 weeks

The Housing Section deals with a wide range of duties from finding adequate housing, negotiating leases, working with the housing board, arranging maintenance, documenting all sorts of related information, reporting data to Washington, coordinating with other Embassy offices, and more.

## Major duties and /or projects include the following

* Organizing the Housing SharePoint site
* Organizing the paper files
* Taking part in the make-ready process by preparing standard documents
* Escorting at residences – meter replacements, maintenance works
* Data input in several data sheets
* Administrative tasks

## Skills and qualifications

* Advanced Hungarian and English (reading, writing, speaking)
* Office etiquette
* User knowledge of MS Office software
* Basic knowledge of copiers, scanners usage
* Ability to draft e-mails and letters

## How will this internship benefit the section and the intern

Residential make-ready season is busy and involves a multitude of tasks. The intern acquires a good understanding of office structure, culture, and workflow. Our team is very supportive and welcoming, and the intern will have a sense of accomplishment and contribution to a team and. benefit from this experience for future employment.

## Certification

The Housing section has the adequate workspace and equipment for the intern to perform the duties during the internship.

Please note, there are no benefits attached to this internship, no compensation nor any future employment rights.

## How to apply

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

Closing date: December 18, 2022