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| **Flag Logo small.jpgAmerican Embassy Budapest** |
| is seeking a highly motivated student for a  |
| ***Local Internship*** |
| **in the Protocol Office in the Fall semester** |

***- Duration:***

6 weeks (with possible extension), variable hours

***- Major duties and/or projects, the scope of work and related duties:***

* Translates and summarizes protocol-related correspondence including invitations in Hungarian
* Maintains log of invitations, keeps record of each invitation, follows up with the relevant offices regarding the invitation
* Coordinates all protocol aspects with mission personnel regarding their attendance when they are attending an event on the Ambassador’s behalf
* Handles incoming phone calls and emails with tact and discreetly in close supervision
* Assists with preparation of guest lists, enters data
* Escorts high level contacts of the Executive office

***- How will this internship benefit the section and the intern:***

The internship program is a great opportunity for the interns to work in a professional environment together with Hungarian and American colleagues. The intern will have an opportunity to master his/her communication skills, learn how the embassy Protocol office operates, learn the rules of the Hungarian and the American Protocol, also will gain knowledge how diplomatic and international relations work in the aspects of protocol. The Protocol Office will benefit from the interns’ fresh academic knowledge, their creativity, fresh ideas as well as computer skills.

**Certification**: The Protocol office would like to use one of the workplaces set up for the interns on the 1st floor in order to be able to perform the duties during the internship.

***TO APPLY:*** *Please submit application form (can be obtained from the Educational Institution), CV and Statement of Interest to Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest,* ***Closing date: May 18, 2018.***

***Interview questions:***

***Do you have any work experience? In case you have, would you mention about your skills of prioritizing your tasks please.***

*Éva is sophomore at the ELTE University’s International relation studies.*

*Besides her studies Éva has a wide range of interests, she does drama- acting, and volunteers at the Pillar Europe Organization, where she has been able to face challenges, that are close to a work situation. During the interview Éva showed to be self-determined, self-confident and as she also seemed open minded, she would be able to easily pick-up the duties required in the Protocol office.*

***What do you expect to benefit from this internship?***

*Éva’s main specific is International Studies and she is interested in Diplomacy and politics, she would be willing to work for the Protocol office to widen her knowledge and getting familiar with the diplomacy in action.*

***What is your field of interest?***

*Drama acting, politics*

***Do you tolerate monotonous work? like updating a database?***

*She has had previous experience with Pillar organization, setting up audiences for the guest speakers that she invited by her own initiative from the Ministry of Foreign Affairs. She informed the invited students using social media tools (facebook) and also emailed some of the students and used posters on bulletin boards of different universities.*

*She is also specialized in writing tenders.*

***How do you handle stressful situation, work under close deadlines and great pressure and high expectations?***

*Éva mentioned one of disappointments which encountered in connection with a successful tender that she has written and has been accepted and appreciated, even though she was not the one selected to represent the organization in Sofia, where the tender will take place. Her next tender was a huge success again and this time she will be able to represent the organization in Toulouse.*

***What is your daily schedule, would working flexible hours fit in your routine?***

*Her hours at the University would allow Éva to spend some hours on 3 days of a working week (Mondays, Wednesdays and Fridays)*

***Would you be surprised, what would your feelings and reactions be in case you were tasked to work in the cloak-room during an event hosted by the Chief of Mission?***

*Éva said that she would feel absolutely comfortable with the situation and also greeting high- ranking personalities would be at her ease.*