|  |
| --- |
| ***Flag Logo small.jpgAmerican Embassy Budapest*** |
| *is seeking a highly motivated student for the* |
| ***Foreign National Student Intern Program (FNSIP)*** |
| ***in the Protocol Office in the Spring 2020 semester*** |

***- Duration:***

*two – three months (with possible extension)*

*up to 20 hours a week (times variable)*

***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*

***Qualifications:***

* *Working knowledge of Microsoft Office (Outlook, Word, Excel) in the Windows 10 platform*
* *Oral and written fluency in English and Hungarian*
* *Flexible team-player with a no-task-too-big-or-too-small attitude*
* *Able to display professional, responsible, and dedicated demeanor at all times*

***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.*

***How you 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 American Embassy, Szabadság tér 12. 1054, Budapest or to* [*budapestrecruitment@state.gov*](mailto:budapestrecruitment@state.gov)*.*

***Closing date: January 24, 2020.***

***Please note this internship is unpaid.***