

The Embassy of the United States of America in Amman is seeking applications from qualified students to participate in the Foreign National Student Intern Program (FNSIP) for the year 2022.

Applications must be in accordance with all requirements in this announcement. Incomplete or inaccurate applications will not be considered and disqualified. Submissions must contain all the required documents as listed in this announcement.

Program Description

The purpose of the Foreign National Student Intern Program (FNSIP) is to offer local students an opportunity to gain experience in various areas of foreign policy and management while accomplishing the U.S. Mission goals through their contribution.

The internship does not offer compensation or future employment rights. Any student participating in the FNSIP is not an employee of the U.S. Mission in Jordan, or the U.S. Department of State, or the United States Government (USG). Students' participation is not creditable for leave accruals or any other employment benefits.

Program Duration

For Summer 2022 FNSIP which will be from June until August 2022, the duration of each internship depends on the nature of assignment and will vary from two to six weeks with daily working hours of four to eight hours.

Students Eligibility

Students must meet all the following criteria:

- Must be at least 18 years of age at the time of participation in the FNSIP.
- Must be a citizen or permanent legal resident of Jordan.
- Meet the definition of a student. Students who are eligible to participate in the FNSIP are defined as follows:
"Student is 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 their accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between educational years if the interim is not more than 5 months and if such individual shows a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the educational semester (or other period into which the educational year is divided) immediately after the interim."
***NOTE:** To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. If an individual is receiving academic credit for the internship; even if not taking classes, there is not a break of service for purposes of this requirement.

Selection of eligible students is contingent upon receiving the needed security clearance certification from the U.S. Embassy.

Equal Opportunity

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Internship Positions and Description

Health Unit Intern Position | 2-3 Weeks | 6 hours daily work expected

- Clerical and Administrative tasks including data entry, copying, scanning, sending emails, filing, organizing charts, labeling, and creating and managing databases.

Public Affairs Intern Position | 7-8 Weeks | 7-8 hours daily work expected

- Work with the digital team on audio & video productions inside and outside the studio.
- Graphic design and content development.
- Creating databases for certain analytics.
- Conduct inventory of equipment.
- Ensuring financial and narrative reports are uploaded onto specific systems.

- Developing a contacts database with specific requirements.

Facilities Intern Position | 4 Weeks | 6 hours daily work expected

- Learning basics of project management including writing/drafting scopes of work (SOW), collecting information to build and create cost estimates for projects, technical evaluation of bids, monitoring of projects from start until completion with all related documentation and overseeing contractor's work on site.
- Learning about large mechanical, electrical, and fire systems by viewing electrical, mechanical, and fire drawings, and learning more about the Building Automation System (BAS).
- Tracking work orders and how they are assigned to technicians until completion and closure of task.
- Learning about preventive maintenance for several systems/equipment by tracking overdue work orders, looking into reports and checklists and assist in upload work orders onto specific systems.
- Participating in the make-ready of properties by following checklists to learn how properties are upgraded to meet certain standards and safety, electrical, and mechanical requirements.

Consular Affairs Intern Position | 6-8 Weeks | 4 hours daily work expected

- Creating updatable, searchable, and interactive maps.
- Assist in writing newsletters.
- Participate in conducting crisis resources reviews.
- Experience using ArcGIS mapping software and/or Google Earth software to visualize data is a plus.

Information Resource Management Intern Position | 6 Weeks | 4 hours daily work expected

- Assist in mobile devices configuration and support.
- Assist with active directory operations and domain networks accounts.
- Learn about the basics of troubleshooting including the TV channels broadcasting system.
- Help with A/V equipment administration and management including audio setups, audio mixers, speakers, and microphones.
- Provide technical support with the A/V conferencing tools and applications for events and meetings in addition to assisting users in operating the A/V systems.
- Learn about the financial obligations, budgeting implications, procurement procedure and receiving of equipment and inventory system requirements.
- Managing customers' IT work orders and their distribution and assignment to different IT staff.
- Assist in workstations operating systems upgrade, operating systems patching and software updates in a domain network.
- Learn more about virtual servers' management and virtual machines management.
- Maintain operating systems Images and using the imaging server for mass deployment.
- Installing network infrastructure components including cabling, faceplates, and termination.
- Managing Network switches, routers and firewalls including, VLANs, firewall rules, uplinks, redundancy, configuration, and troubleshooting.
- Managing WIFI networks, coverage, configuration, troubleshooting and planning.
- Learn about cloud programming and how to build new applications based on hosted cloud platforms.

Human Resources Intern Position | 3 Weeks | 6 hours daily work expected

- Updating records with new employee information such as contact details and employment forms.
- Gathering Time and Attendance data like working hours, leaves, and time sheets.
- Assisting with the recruitment process (assisting with reviewing position descriptions, assisting with reviewing vacancies, assisting with screening applications, assisting with arranging for pre-employment testing and interviews, onboarding process).
- Prepare HR-related reports as needed.
- Administrative and clerical duties such as but not limited to printing, scanning, filing hard copy and electronic files, taking and scheduling appointments, greet visitors and direct them to the appropriate person based on their need.
- Prepare responses to employee inquiries regarding HR policies, employee benefits, and other HR-related matters.

Required Documents

All documents must be valid and in English language (where applicable).

- A statement of interest written by the student. Document must be in English Language and in PDF Format. [Click here to download the statement of interest form.](#)

- Official transcripts (original or attested) from the current educational institute as proof of good academic standing dated no more than 30 calendar days prior to the date of submitting the application. Document must in PDF Format. Original official transcript will be required if student is selected.
- Written permission addressed to the U.S. Embassy from the educational institution to participate in the 2022 Summer FNSIP. Document must in PDF Format. Original letter will be required if student is selected.
- Copy of an official ID. Document must in PDF Format.
- Provide citizenship and/or legal residency status and authorization to work. Document must in PDF Format.

How To Apply

- Download and complete the application form. The application must be complete and accurately filled out, all supporting documents must be included and then sent via email to AmmanInternship@state.gov. [Click here to download the application form](#).
- Download and complete the statement of interest form. The statement must be written by the student in English language. [Click here to download the statement of interest form](#).
- **All documents in the submission must be in PDF Format.**
- **Email subject must be in English language and in the following format “Position | First Name, Last Name”.**

Questions are to be addressed via email to AmmanInternship@state.gov