



VACANCY ANNOUNCEMENT
Foreign National Student Intern Program
U.S. Consulate General Hong Kong and Macau



The U.S. Consulate Hong Kong and Macau is seeking individuals for the Foreign National Student Intern Program in our Public Affairs Section.

Open To: All interested and eligible local university (Year 2 to 4) students who are Hong Kong or Macau permanent residents and are currently living in Hong Kong.

Position: 2-3 positions in the Public Affairs Section
* Interns will rotate in the different offices within the section.

Opening Date: October 16, 2023

Closing Date: November 5, 2023

Length of Hire/Work Hours: Open year-round for periods of 2 to 4 months. The exact internship periods and the hours per week will be arranged between the individual intern and the Public Affairs Section. The Public Affairs Section is flexible on the working hours per week for every intern, depending on the intern's school schedule. The target periods are February– April / April – June / July – August / September – December 2024.

What It Is

The U.S. Consulate General's Foreign National Student Intern Program is designed for students who are permanent residents of Hong Kong or Macau; please see Eligibility Criteria below for specific details. The program is open to all eligible students and provides the opportunity to work for a short period (not more than four months) in the Consulate's Public Affairs Office to gain valuable educational and cross-cultural experience in various areas of foreign affairs and public diplomacy. There are no benefits or compensation attached to this internship, nor any future employment rights.

Who We Are

The U.S. Consulate General Hong Kong and Macau is comprised of various U.S. Government agencies. The U.S. Department of State, the primary presence at the Consulate, is the official international relations arm of the U.S. Government. The Department of State is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad, and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as

conflict resolution, nuclear non-proliferation, human rights and democracy, environmental issues, international trade, public diplomacy, and the promotion and protection of American interests and businesses abroad. Department of State employees are also involved in support and management issues -- improving logistical systems to get the best possible value for tax dollars.

Program Requirements

The Student Intern is Not Considered a Federal Employee

A student participating under this program is not considered to be a federal employee of the U.S. Consulate for any purpose other than injury compensation or laws related to the Tort Claims Act.

No Compensation

No compensation or benefits are offered in connection with program. A performance evaluation report will be provided at the end of the internship upon request.

No Creditable Service

Participation and service in the Foreign National Student Intern Program is **NOT** creditable for leave accrual or any other employee-type benefits.

Minimum Eligibility Criteria

Only Hong Kong and Macau permanent resident students currently living in Hong Kong and enrolled in a Hong Kong university, college, technical or junior college are eligible for the intern program.

Definition of Student

Eligible students must also meet the definition of a student, pursuant to Title 5 USC 3111, as follows:

"3111. For the purpose of this section, 'student' means 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 comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the Embassy that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim."*

*NOTE: All Foreign National Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning their internship.

Potential

The student must have demonstrated potential to accomplish the type of work to be performed, as demonstrated by transcripts and/or courses taken.

Transcript and Permission

The student must be in good academic standing at his or her current educational institution and provide a certified transcript for verification. The student must also provide written permission from the educational institution in which the student is enrolled to participate in the Foreign National Student Intern Program.

Certifications

The student must receive security and medical certificates once selected for the program and before starting to work. The selected applicant is responsible for the expenses to obtain the medical certificate.

Medical Insurance

There is no medical insurance covered for the student.

Types of Assignments

Interns can be assigned duties to include: research; writing reports and/or correspondence; analysis of international issues; translation; assisting with the design, planning and implementation of public outreach activities; creating content for social media; media monitoring and/or analysis; graphic design; assisting with the visits of U.S. officials; and administrative duties.

Equal Opportunity

U.S. Consulate General Hong Kong and Macau 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Selection Process

1. Once the applications are collected, the Human Resources Office reviews them.
2. Selected candidates will be contacted for interviews by the Consulate.
3. Once all personnel procedures are completed and preliminary selection(s) are made, the Human Resources Office will send an official letter extending an offer to participate in the program to all those selected. This letter will include information on the position and the dates of the program, which will be arranged between the student and the employing section.
4. Selected candidates will be required to undergo medical and background checks.
5. Final selection is contingent on passing medical and security checks.

To Apply by Email

Interested candidates for this position must submit the following for consideration of the application no later than November 5, 2023:

1. [Universal Application for Employment as a Locally Employed Staff or Family Member \(DS-174\)](#) (PDF 90 KB)
2. [Gratuitous Service Agreement](#) (PDF 144 KB)
3. [Student Statement of Interest](#) (PDF 624 KB)
4. [Letter of Permission](#) (MS Word 20 KB) (This can be submitted after the deadline if necessary.)
5. Certificate of Studentship (This can be submitted after the deadline if necessary.)
6. Academic Record (Optional)

Submit Application To:

Completed applications should be submitted by email to the U.S. Consulate General Hong Kong. **Application will not be considered without full submission of documents:**

Human Resources Office hrohongkong@state.gov

CLOSING DATE FOR THIS POSITION: November 5, 2023

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The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

BASIC FUNCTION OF POSITIONS

Interns will rotate through different offices within the section. Their work may include but is not limited to the following:

- Support EducationUSA's goals to promote U.S. higher education and American English. Specific duties would include preparation of social media, presentations to international students on U.S. higher education, data management, marketing and branding, alumni coordination, developing and researching informational materials, compiling scholarship information, and developing educational advising resources.
- Support the Mission's internet-related public outreach programs, particularly the Mission's online community. Specific duties may include drafting content, developing and producing videos for the Consulate's social media properties, analysing statistics and improving the visual design (and impact) of social media platforms. The intern would also be encouraged to make suggestions to improve existing social media platforms and devise new, creative programming.
- Provide media support for outreach programs; collect and translate press clippings of news articles in the Hong Kong and Macau; and take photos at the events organized by the Public Affairs Section. The intern may also provide support for media activities involving Consulate personnel or other U.S. officials, as directed. The intern may also be asked to undertake specific projects, such as drafting notes and minutes, reviewing media programs and drawing up suggestions for future outreach activities.
- Assist the Program Section in planning, coordinating, and supporting the Consulate's Speaker, Film and Cultural Programs. The intern may undertake specific projects and visual design assignments, suggest cultural outreach programs, draft memos, and/or accompany speakers or Consulate personnel to cultural programs.
- Support any administrative duties as assigned, such as drafting minutes, doing transcripts/interpretations, coordinating program reports, filing, etc.

QUALIFICATIONS REQUIRED

1. Academic Major: Any area of study with good analytical skills; background knowledge of education, mass communication, journalism or media, translation, cultural studies, political science and/or international relations, design and marketing, as well as knowledge of Hong Kong and/or Macau civil society.
2. Level 4 (Full Professional Fluency) in English (able to use the language fluently and accurately on all levels and as normally pertinent to professional needs) is required. English will be tested at the time of interview.
- 3.. Level 4 (Full Professional Fluency) in Cantonese.