



*Embassy of the United States America  
Seoul, Korea*

August 4, 2020

주한미국대사관에서는 대한민국 국적의 대학생들을 위해 인턴 (Foreign National Student Intern Program)을 모집하고자 합니다. 재외 공관에서 가치있는 교육경험을 얻고 싶거나, 외교기관의 업무 환경에 도전해 보고자 하는 대학생들을 위하여 마련된 프로그램입니다.

이 인턴쉽 프로그램은 보수는 제공되지 않으며, 향후 본 대사관 정식 직원 채용시에서도 특별고려 사항이 되지는 않습니다만, 학생들로 하여금 미래를 위해 투자하는 귀중한 경험이 될 수 있으리라 봅니다.

아래의 첨부문서들을 확인해 주세요.

**FNSIP ANNOUNCEMENT (인턴쉽 모집요강):** 인턴쉽 모집요강을 귀교의 학생들이 볼수 있도록 잘 배치해 주세요. 이 모집요강은 각각의 position 이 요구하는 인원수, 종류, 그리고 일의 특징에 대해 서술하고 있습니다.

**FNSIP APPLICATION/STATEMENT OF INTEREST (인턴쉽 지원서/자기소개서):** 마찬가지로, 인턴쉽 지원서와 자기소개를 학생들이 잘 볼수 있도록 배치해 주시고 참여를 유도해 주시면 감사하겠습니다. 이 지원서와 자기소개서는 학생들을 인턴으로 채용하는 중요한 요소가 될 것입니다.

**FNSIP COLLEGE PERMISSION FORM (학교추천 허가서):** 인턴쉽 프로그램에 참여하기 위해서는 담당교수 혹은 학과 사무실의 전화번호, 이름, 직책명, 학과명, 서명 등이 포함된 서류를 제출하여야 합니다. 인턴쉽 프로그램에 참여해도 좋다는 승인서를 학교로부터 받아야 합니다.

인턴쉽 지원서와 그외의 필요한 서류들을 **8월 21일**까지 제출하여 주세요. 메일로 보내실때 봉투 겉면에 FNSIP 라고 명시하여 주세요.

우편: 미국대사관,  
인사과 (FNSIP)  
188 세종대로, 종로구  
Seoul 03141

이메일: [SeoulFNSIP@state.gov](mailto:SeoulFNSIP@state.gov)

팩스 : 02-397-4107

본 프로그램에 관한 질문사항이 있으시면 이메일([SeoulFNSIP@state.gov](mailto:SeoulFNSIP@state.gov))로 연락주시기 바랍니다.

더 자세한 사항은 <https://kr.usembassy.gov/embassy-consulate/internship/> 에서 확인 부탁드립니다.

인턴십 프로그램에 참여해 주셔서 감사합니다.

그레그 본 솔레  
인사과 과장

첨부:

- 1 – 인턴십 모집요강(FNSIP Announcement)
- 2 – 모집 요강 (Current Openings)
- 3 – 인턴십 지원서 (Statement of Interest)
- 4 – 인턴십 학교 추천 허가서(FNSIP Letter of Permission)



## **OPENING ANNOUNCEMENT: Foreign National Student Intern Program U.S. Embassy Seoul**



### **What It Is**

The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are no benefits attached to this internship and no compensation, nor any future employment rights. The program is open to all students and provides the opportunity to work for a short period (not more than six months) in the Embassy to gain experience in various areas of foreign policy and management.

### **Who We Are**

The U. S. Embassy in Seoul is comprised of various U.S. Government agencies. The Department of State, the primary presence at the Embassy, is the official international relations arm of the President of the United States. The Department 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, world trade, public diplomacy, and the promotion of the interests of Americans and their 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. From time to time, a limited number of positions may become available for student interns who will work with Department of State (DOS), Foreign Agricultural Service (FAS), and Foreign Commercial Service (FCS) offices in the Embassy.

## **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. Embassy 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. Performance evaluation report will be provided at the end of their internship, if the interns 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

## Eligibility Criteria in General

Only students who are non-U.S. citizens in Korea are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country, 18 years of age, and who are enrolled in a university, college, or junior college of not less than half-time. Non-host country foreign nationals are required to submit the same documentation as the other applicants, plus documentation proving legal resident status.

## 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.

## Minimum Age

The intern program applicants must be at least 18 years of age at the time of appointment.

## 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 to verify it, and must 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 a security certification and a medical certification once selected for the program and before starting to work. The selected applicant is responsible for obtaining the medical certification.

## Medical Insurance

The student must be covered under the ROKG's Health Insurance Program on his/her own.

## Types of Assignments

Interns can be assigned duties that may include research, economic and political report writing, correspondence, information systems, analysis of international issues, consular work, administrative duties, property management, procurement, financial management, and personnel management.

## Selection Process

1. Once the applications are collected, each employing section reviews them.
2. Selected candidates will be contacted for interviews by the Embassy.
3. Once all personnel procedures are completed, then 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, the dates of the program (will be arranged between the student and the employing section) and the work location.
4. Selected candidate will be required to bring a medical certification.
5. Final selection is contingent on passing medical and security checks.

\* The U.S. Mission is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation.

## How to Apply

Interested students for this program must submit the following no later than **August 21st, 2020**:

1. Statement of Interest
2. Letter of Permission
3. Academic Record (Must be in good academic standing)
4. Certificate of Studentship (Optional)

Completed applications should be sent to the U.S. Embassy Human Resources Office. **Applications will not be considered without full submission of documents.**

Mail: U.S. Embassy Seoul  
ATTN: Human Resources Office (FNSIP)  
188 Sejong-daero, Jongno-gu  
Seoul 03141 Korea

Email: [SeoulFNSIP@state.gov](mailto:SeoulFNSIP@state.gov)

Fax: 02-397-4107

## Current Openings – Winter 2020

### Agricultural Trade Office (ATO) Intern – 1 Position

#### Position Description

Assists with market analysis and marketing activities at the Agricultural Trade Office, such as drafting English language market briefs for a range of products, assisting with delegations, and supporting trade shows and marketing events.

#### Required Qualifications

- Academics: Junior or senior majoring in business, economics, marketing, international trade, agriculture, or a related field
- Must be proficient in English and Korean (both writing and speaking) and have good analytical and problem-solving skills
- Period of Internship: 3-6 months, 20-40 hours per week. The exact internship period and hours per week will be arranged between the intern and the Agricultural Trade Office.

### Community Liaison Office (CLO) – 2 positions

#### Position Description

The intern will perform as an assistant to the Community Liaison Office (CLO) Coordinator and the CLO Administrative Assistant in all CLO functions as direct. The intern will, as directed by the CLO, provide Korean cultural and language resources to respond to the needs of families, under the guidance of the Senior CLO Administrative Assistant, and act on a timely basis to improve the lifestyle and host-country interactions for both employees and their family members. The intern will also assist in planning events for community members on the U.S. military base in Yongsan. A secondary function is to provide administrative assistance to the CLO and the Sr. Administrative Assistant in preparing newcomer and TDY packets, keeping accurate and updated records of the newcomers list and CLO Activity Board, coordinating and helping to execute CLO events/activities, assisting with phone calls and all recurring needs related to office management, correspondence, files and record keeping including the Embassy newsletter.

#### Required Qualifications

- Strong interpersonal skills are required. The ability to organize and coordinate activities and to build contacts is imperative.
- Must have proficiency in the use of Word, Excel, and PowerPoint.
- Must have clear knowledge on how to maintain MS Outlook Express to deal with email exchanges.
- Must be able to work independently.
- Academic Major: Any area of study
- Academic year: Second, third, or fourth year university student
- Period of Internship: 60 – 180 days. The exact internship period and hours per week will be arranged between the intern and the Community Liaison Office.

- Language Requirements: Level IV Korean and Level III English (fluency) both speaking and writing

### **Consulate Busan – Political/Economic/Public Diplomacy Intern – 1 position**

#### *Position Description*

- This position is located at the U.S. Consulate in Busan, Korea (<https://kr.usembassy.gov/embassy-consulate/busan/>). Applicants are expected to work in Busan.
- Research political, economic, and commercial issues in the Consulate district. Support external Consulate events and reporting trips, serving as note taker for meetings. Draft public remarks for Consul, in Korean and/or English. Design and develop Consulate media materials. Assist in website administration, updating the contact list and other tasks, as assigned. Support external Consulate events as needed. Learn professional protocol practices and office operation planning. Internet research and report-writing skills preferred.

#### *Required Qualifications*

- Academic Major: All majors accepted
- Academic Year: 1st to 4th year students
- Period of Internship: 2-6 months, 8-40 hours a week. The exact internship period will be arranged between the intern and the Consulate.

### **DHS/CBP Intern – 2 Positions**

#### *Position Description*

The subject selected for the position will work directly for the U.S. Customs & Border Protection (CBP) Attaché Office. CBP is one of the world's largest law enforcement organizations and is charged with keeping terrorists and their weapons out of the U.S., while facilitating lawful international travel and trade. As the world's first full-service border entity, CBP takes a comprehensive approach to border management and control, combining customs, immigration, border security, and agricultural protection into one coordinated and supportive activity. The men and women of CBP are responsible for enforcing hundreds of U.S. laws and regulations. On a typical day, CBP welcomes nearly 1 million visitors, screens more than 67,000 cargo containers, arrests more than 1,100 individuals and seizes nearly 6 tons of illicit drugs. CBP safeguards America's borders thereby protecting the public from dangerous people and materials while enhancing the Nation's global economic competitiveness by enabling legitimate trade and travel. We encourage applications from individuals with an inherent interest in international travel and trade. Duties will include corresponding public inquiry box regarding U.S. entry document requirement and customs procedure, providing translation and/or interpretation during various verbal and written settings.

#### *Required Qualifications*

- Academic Major Preference: Criminal justice, government, history, international business, international relations, legal studies, liberal arts, political science, travel & tourism and will consider other areas of study
- Period of Internship: 5 to 6 months

## **Economic (ECON) Section Intern – 2 Positions**

### *Position Description*

Perform research and analysis related to emerging economic trends, ROK's macroeconomic performance, and areas relevant to U.S. foreign policy priorities such as implementation of the Indo-Pacific Strategy and the KORUS free trade agreement. Monitor and summarize relevant domestic media reports. Perform online research to aid section reporting. Support section events and senior leadership participation in meetings inside and outside the embassy. Act as a notetaker at official meetings. Develop contacts at relevant public and private sector institutions. Perform routine clerical tasks as necessary, including filing, escorting visitors, and organizing meetings.

### *Required Qualifications*

- Academic Major: Economics, trade, finance, international relations, or related fields
- Academic Year: Preferably third- or fourth-year undergraduate students
- Period of Internship: Six months, 40 hours per week. Exact length of internship subject to discussion with intern supervisor.
- Applicant should have excellent English skills (speaking and writing) in addition to social and computer skills necessary to perform above-referenced tasks.

## **English Enrichment Program (EEP) Intern – 1 Position**

### *Position Description*

The EEP intern will complete various English language, translation, and multimedia projects, including compiling and organizing resources for each level of the English Enrichment Program. The intern will assist with designing and maintaining a multi-level "English Bulletin" to provide students with independent study opportunities on a weekly basis. The intern will assist during classes to provide conversation practice and minimal translation services, as necessary. Applicants should have excellent English language and multimedia skills and an interest in language learning and teaching.

### *Required Qualifications*

- Academic Major: Any area of study
  - Academic Year: Any year
- Period of Internship: 90 days with the option to extend, up to 40 hours per week. The exact internship period and the hours per week will be arranged between the intern and the EEP instructors



## Foreign Commercial Service (FCS) Intern – 2 positions

### Position Description

- Working closely with Commercial Service American Officers and Korean Trade Commercial Specialists to help U.S. executives & exporters understand Korea and Korean commercial opportunities;
- Preparing market research;
- Participating in the organization of trade events and exhibitions; and
- Office management/administration projects on an as-needed basis.

### Required Qualifications

- Academic Major: Any area of study
- Academic Year: 2nd - 4th year students
- Period of Internship: 6 months, full time

## Public Diplomacy (PD) Section – 3 Positions

### Cultural Unit: Programs Team- 1 Position

#### Position Description

Assists with a variety of dynamic U.S. Embassy Public Diplomacy programs including academic and professional exchanges, foreign policy roundtables, speakers, and conferences, maintaining relationships with U.S. government exchange program alumni. The following is a comprehensive, but not an exhaustive list of the Programs Team Intern's major responsibilities: Drafts internal embassy memos and creates public presentations; conducts research as directed; assists with logistics/transportation; maintains communication with embassy contacts and updates database; takes and edits photos/video for embassy social media and internal reports; and provides assistance with translation/interpretation.

#### Required Qualifications

- Academic Major: Open to all majors.
- Academic Year: Open to all academic years
- English Required: Yes
- Preferred Skills: Preference will be given to candidates with strong research skills and knowledge of Korean civil society, economics and innovation, or regional security. General knowledge of Microsoft Office, photo editing software, and social networking apps is a plus.
- Period of Internship: January to June 2021
- Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and Programs Unit Office. Candidates who are able to serve longer periods are preferred.
- (Start date of internship will follow issuance of RSO security clearance)

## Education & Exchanges Team – 1 Position

### Position Description

Assist with a variety of dynamic U.S. Embassy Public Diplomacy programs including academic and professional exchanges, English language programs, U.S. study abroad promotion, engagements with North Korean defectors, and maintaining relationships with U.S. government exchange program alumni. The following is a comprehensive, but not an exhaustive list of the PD Education & Exchange Team Intern's major responsibilities: draft internal embassy memos and create public presentations; conduct research as directed; assist with logistics/transportation; maintain communication with embassy contacts and update database; take and edit photos/video for embassy social media and internal reports; and provide assistance with translation/interpretation.

### Required Qualifications

- Academic Major: Open to all majors
- Academic Year: Open to all academic years
- English Required: Yes
- Preferred Skills: Preference will be given to candidates with strong research skills and knowledge of the Korean education system. General knowledge of Microsoft Office, photo editing software, and social networking apps is a plus.
- Period of Internship: Six months (Jan-June 2021)
- Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and Education & Exchanges Team. Candidates who are able to serve longer periods are preferred.
- (Start date of internship will follow issuance of RSO security clearance)

## American Spaces Korea Team - 1 Position

### Position Description

As a comfortable, tech-forward space for open dialogue, idea generation and innovation, the American Spaces Korea network serves as the main program platform at the Embassy – currently there are five American Spaces, one American Center Korea, four American Corners in Busan, Daegu, Gwangju, and Pyeongtaek with a fifth and a sixth corner opening in Jeju and Gangneung in Spring 2021. Intern will assist with a variety of dynamic U.S. Embassy Public Diplomacy programs on U.S. foreign policy, society, English language learning, U.S. Education and a Makerspace program. The following is a comprehensive, but not an exhaustive list of the ASK Intern's major responsibilities: program planning, research, translation, data entry, presentations, greeting guests at American Spaces programs, taking photos/videos, and assisting in all aspects of ASK outreach programs.

### Required Qualifications

- Academic Major: Open to all majors
- Academic Year: Open to all academic years
- English Required: Yes
- Preferred Skills: Preference will be given to candidates with strong interpersonal and communication skills. General knowledge of Microsoft Office, photo editing software.
- Period of Internship: January to June 2021

- Minimum of 90 days to a maximum of 180 days working period; full-time, 40 hours per week. The exact internship period will be arranged between the intern and the Cultural Unit Office.
- (Start date of internship will follow issuance of RSO security clearance)

## **Political (POL) Section – 3 Positions**

### **Political-External Unit Intern – 1 Position**

#### *Position Description*

An intern in the Political-External Unit will assist in political information gathering and reporting. Areas of research may include North Korea, South Korean public opinion, and the Republic of Korea's foreign policy particularly with China, Japan, and Russia. Intern responsibilities may also include interpretation, translation, and general administrative support, including for VIP visitors. Strong writing skills in Korean and English language skills are desirable.

#### *Required Qualifications*

- Preferred Academic Major: Political science, international studies, North Korean studies, or regional studies
- Period of Internship: 90 -180 days. The exact internship period and work schedule will be arranged between the intern and the Political Section.

### **Political-Military Unit Intern – 1 Position**

#### *Position Description*

Intern will assist in political information gathering and reporting. Areas of research include military capabilities and trends in South Korea, security cooperation in Northeast Asia, political developments in the U.S.-ROK Alliance, legal matters related to the Status of Forces Agreement, and ROK defense trade with third countries. Intern responsibilities may also include notetaking, interpretation, translation, and general office support.

#### *Required Qualifications*

- Preferred Academic Major: International studies, political science, security studies, regional studies, or law
- Strong writing skills and oral proficiency in both English and Korean
- Period of Internship: 90 to 180 days. The exact internship period and hours per week will be arranged between the intern and the Political Section.

### **Political-Internal Unit Intern – 1 Position**

#### *Position Description*

Intern will perform research and writing on political developments in the Republic of Korea, including the positions of the current administration, ruling and opposition parties in the National Assembly, political

factions, and current legislation. Intern will also assist in information gathering on civil society, child labor, human rights, religious freedoms, and trafficking in persons. Intern responsibilities may also include updating the Political Section's contact list and other administrative activities.

*Required Qualifications*

- Preferred Academic Major: International studies, political science, government, social science-related majors (For example: Sociology, history)
- Strong writing skills and oral proficiency in both English and Korean
- Period of Internship: 120 to 180 days. The exact internship period and the hours per week will be arranged between the intern and the Political Section.