



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



The U.S. Consulate in Hong Kong is seeking individuals for the Foreign National Student Intern Program in our Foreign Commercial Service Section.

The program will start from January/February 2020 to May/June 2020.

Open To: All interested candidates who are Hong Kong permanent residents.

Position: 3 positions in the Foreign Commercial Service Section (FCS)

Opening Date: November 1, 2019

Closing Date: December 31, 2019 or until positions are filled

Length of Hire/Work Hours: Open year-round for periods of 90 to 180 days. The exact internship periods and the hours per week will be arranged between the individual intern and the Foreign Commercial Service Section. (optimally 24 hours per week minimum)

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. The program provides students with educational and cross-cultural experience in commercial affairs, working in the Foreign Commercial Service Section of the U.S. Consulate General. 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 to exceed six months) in the Consulate to gain experience in various areas of export promotion and commercial diplomacy. A certificate of completion will be presented upon completion of the internship program.**

Who We Are

The U.S. Consulate General Hong Kong and Macau is comprised of various U.S. Government agencies, including FCS, which is the leading trade promotion unit of the United States of America, with the mission to assist and advocate for U.S. businesses in international markets to foster U.S. economic prosperity by utilizing a network of trade promotion and policy professionals to promote U.S. exports, especially among small and medium-sized enterprises; advance and protect U.S. commercial interests overseas; and attract inward investment into the United States.

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

Eligibility Criteria in General

Only students who are the permanent residents in Hong Kong are eligible for the intern program, and who are enrolled in a Hong Kong university, college, or junior college of not less than half-time.

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 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 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; assisting with the design, planning and implementation of public outreach activities; creating content for social media; graphic design; assisting with the visits of U.S. officials; and administrative duties.

In Spring 2020, the Consulate's Commercial Section will host the largest U.S. government-organized trade mission in Hong Kong, called [Trade Winds](#). Trade Winds is an annual event, regional in nature, that takes place in different markets each year. We anticipate approximately 100 U.S. companies will join the Trade Winds event in Hong Kong, and **this is a tremendous opportunity for our interns to gain practical experience in international trade and business matchmaking, as well as network with companies from the U.S. and around the region.** Given the nature of this event, our interns should be available for the full day on April 22-24, 2019.

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, 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).
4. Selected candidate 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:

1. [Universal Application for Employment as a Locally Employed Staff or Family Member \(DS-174\)](#) (PDF 107 KB)
2. [Gratuitous Service Agreement](#) (PDF 144 KB)
3. [Student Statement of Interest](#) (PDF 625 KB)
4. [Letter of Permission](#) (MS Word 18 KB)
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:

hrohongkong@state.gov

Human Resources Office

CLOSING DATE FOR THIS POSITION: Dec 31, 2019 or Until position is filled

The U.S. Mission in Hong Kong 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.

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

An Intern's work may include any of the following:

Trade Promotion

1. Assist with the staffing of trade booth at local trade fairs
2. Help identify possible buyers for U.S. exporters
3. Help organize and attend receptions and business meetings
4. Support trade events with basic market research
5. Respond to basic inquiries from U.S. exporters
6. Update PowerPoint presentations

Market Research

1. Conduct market research, topics to be determined by Commercial Officers and Commercial Specialists
2. Other research topics can be developed to fit the intern's personal interest and/or expertise

QUALIFICATIONS REQUIRED

1. Academic Major: Any area of study with good analytical skills and IT skills, and knowledge of Hong Kong's commercial environment.
2. Level 4 (Fluency) in English is required. (English will be tested at the time of interview.)

PREFERRED:

1. Availability to work full-time on April 22-24, 2019 at the U.S. Department of Commerce's Trade Winds 2020 event.