Embassy of the United States of America
Foreign Student (Thai) Intern Program 2017

The Foreign National Student (Thai) Intern Program will be offered from June 5 to August 4, 2017. Applicants must

- Be a Thai citizen
- Be a full-time student at an accredited university;
- Be at least a third year university student at the time of application submission;
- Be at least 18 years old;
- Have a GPA of 2.80 or higher;
- Possess good working knowledge of English; and
- Complete medical and security clearances (after selection)

Interested students should submit an application with verification of student status, transcript, and Thai ID card by email to BangkokHRCS@state.gov

(Subject: Name – Surname Name and Position Number)

Students must identify the position number(s) of the position(s) they are applying for on their applications.

*Please note that students may apply for up to 3 positions only*

Applications are due no later than February 24, 2017.

Note: There will be no housing or other allowances provided for students from other provinces.

Internships will be offered in the following offices/organizations;

**Bangkok**

2017/01  Political Section (POL)
2017/02  Management Office (MGT)
2017/03  Performance Management & Awards/Regional Human Resources (RHR)
2017/04  Talent Recruitment and Staffing/Regional Human Resources (RHR)
2017/05 Human Resources Operations Center/Regional Human Resources (RHR)
2017/06 Investigators Office/Regional Security Office (RSO) (2 positions)
2017/07 Media Unit/Public Affairs Section (PA)
2017/08 Education USA Unit/Public Affairs Section (PA)
2017/09 Cultural Unit/Public Affairs Section (PA)
2017/10 American Citizen Services/Consular Section (ACS/CONS)
2017/11 Non-Immigrant Visa Unit/Consular Section (NIV/CONS)
2017/12 Fraud Prevention Unit/Consular Section (FPU/CONS)
2017/13 System Development and Maintenances (SDM)/Comptroller Global Financial Services Office (CGFS) (2 positions)
2017/14 Disbursing/Comptroller Global Financial Services Office (CGFS) (2 positions)
2017/15 Immigration and Customs Enforcement/ Department of Homeland Security (ICE-HSI)
2017/16 Defense POW/MIA Accounting Agency (DPAA)
2017/17 Foreign Commercial Service (FCS) (2 positions)
2017/18 United State Patent and Trade Mark Office (USPTO)
2017/19 Program Development Office, United States Agency for International Development (PDO/USAID)
2017/20 Program Development Office/ Development Outreach Communications, United States Agency for International Development (PDO/USAID)
2017/22 Procurement Section, Executive Office/United States Agency for International Development (PROC/EXO/USAID)
2017/23 Asia Regional Training Center, Executive Office/ United States Agency for International Development (ARTC /EXO/USAID)
2017/24 Economic Growth and Vulnerable Populations Office/United States Agency for International Development (CTIP/EGVP/USAID)
Nonthaburi

2017/26 Division of HIV and TB, Center for Disease Control (DGHT/CDC), Nonthaburi Office (2 positions)

2017/27 Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program, Center for Disease Control (DGMQ/CDC), Nonthaburi Office

Udorn Thani

2017/28 Thailand Transmitting Station/ International Broadcasting Bureau (TTS/ IBB) Ban Dung, Udorn Thani Office (3 positions)

Ayutthaya

2017/29 Thailand Transmitting Station/ International Broadcasting Bureau (TTS/ IBB) Pachi, Ayutthaya Office

U.S. Consul General Chiang Mai

2017/30 Community Liaison Office/CLO, Chiang Mai
2017/31 Non-immigrant visa and American Citizen Services/Consular Section, Chiang Mai (2 positions)
2017/32 Political/Economics Section, Chiang Mai (2 positions)
2017/33 Public Affairs Section (PA), Chiang Mai

For additional information, please contact HR Customer Service at BangkokHRCS@state.gov or 02-205-4570.
Internships will be offered in the following offices/organizations;

**2017/01**

**Office / Organization:** Political Section (POL)

**Job Descriptions:**
- Monitor Thai-language social media, news, and trends relating to Thai political issues; report/translate/summarize those into English as assigned;
- Conduct research and summarize on important political and social developments, as well as keep track of new constitution, national reform issues, potential general election, and the King and palace’s activities;
- Prepare/update briefing materials for meetings and visitors; and
- Provide logistical and administrative works as assigned.

**Special Requirements:**
- Candidate must be proficient in Microsoft Word, Excel, and Internet search skills;
- Candidate must be well versed with Thai social media;
- Candidate must be fluent in written and spoken English;
- Candidate must possess strong interpersonal relations have the ability to work independently, and be able to travel or observe the outside activities if needed; and
- Candidate should have educational background in Political Science or Law.

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**2017/02**

**Office / Organization:** Management Office (MGT)

**Job Descriptions:**
- As directed by the Management Counselor, the intern will work with personnel throughout the Management section to gather information and follow-up documentation on Management-related programs: i.e. OIG checklists, compile ICASS survey report feedback and response plans, TDY tracker program, etc.
- Provide administrative support to the Management Office’s special projects i.e. Green Team activities, Bangkok Customer Service Center, and other projects as assigned.
- Perform other duties as assigned.

**Special Requirements:**
- Candidate must be currently enrolled in the school of Business Administration, preferable General Business Management or International Business Management.
- Candidate must demonstrate a proficiency in a basic Microsoft Office suite.
- Candidate must be proficient in English and Thai.

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2017/03

Office/Organization: Performance Management & Awards Team/Regional Human Resources (RHR)

Job Descriptions:
- Provide administrative supports in Awards Programs to HR Assistants such as preparing awards package, coordinating with the Joint Country Awards Committee for awards meeting etc.;
- Assist in organizing Awards Ceremony at the Ambassador’s Office and hotels, trainings, and other related events as applicable;
- Provide administrative supports (input, arrange, tracking, and updating) in computerized applications: WebPASS, LocalWebPS, HR Awards Program, Embassy Intranet, etc.;
- Assist in administering tracking sheets under Performance Management Portfolio such as performance management-related records, training & awards records, etc.;
- Assist in organizing U.S. Mission’s special activities; and
- Perform other duties as assigned.

Special Requirements:
- Proficient in Thai and English communication (speaking, listening, writing, and reading);
- Computer literacy in MS Word, Excel, PowerPoint, and the Internet;
- Quick-learning, hard-working, service-minded and good interpersonal skill; and
- Able to complete work within the timeframe and team environment.

2017/04

Office/Organization: Talent Recruitment and Staffing/Regional Human Resources (RHR)

Job Descriptions:
Assists Recruitment Unit in performing a wide range of clerical and professional duties as assigned; Duties may include but are not limited to:
- Prepare vacancy announcement;
- Screen applications and collating documents;
- Prepare interview packet;
- Arrange interviews appointments;
- Conduct reference check;
- Prepare employment packet;
- Prepare orientation packet;
- Filing
- Input, arrange, track, and update computerized program databases
- Answer telephones and greet customers
- Research information from various sources
- Perform other duties as assigned

**Special Requirements:**
- Good English written and oral communication skills
- Thorough knowledge of Microsoft suite (Word, Excel, PowerPoint)
- Good administrative skills
- Excellent organizational skills and ability to work on tight program deadlines
- Ability to establish priorities and organize a large of varied information.

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**2017/05**

**Office / Organization:** Human Resources Operations Center/Regional Human Resources (RHR)

**Job Descriptions:**
- Assist HR Assistants in the Americans check-in/check-out process.
- Assist in preparing employment letters.
- Manage administrative tasks such as filing, record keeping, and data entry as appropriate/scheduled.
- Accompany HR Assistants and American families to the Immigration Office.
- Perform other day-to-day administrative tasks such as drafting e-mail communication and maintaining information files.

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**2017/06**

**Office / Organization:** Investigators Office/Regional Security Office (RSO) (**2 positions**)

**Job Descriptions:**
- Input and update data into Local Hire Program
- File and organize security file.
- Assist to process fingerprint and police check
- Assist in Anti-Terrorism Assistance training program for Thailand
- Perform other duties as the supervisor request
- Assist Residential Security Program as needed

**Special Requirements:**
- Candidate must demonstrate a proficiency in Microsoft Word, PowerPoint, Photoshop, and Internet skills
- Candidate must be proficient in English and Thai

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Office / Organization: Media Unit/Public Affairs Section (PA)

Job Descriptions:
- Review daily press, assist in preparation of daily press summaries
- Assist with organization of media events
- Assist with creation of content for the Mission’s social media platforms, including graphics
- Perform other duties as assigned

Special Requirements:
- Familiarity with social media platforms
- Candidate must be proficient in English and Thai

Office / Organization: Education USA Unit/Public Affairs (PA)

Job Descriptions:
- Provide support for Education USA programing;
- Help organize school outreach programs;
- Help organize and carry out digital video conferences;
- Assist with educational advising;
- Help coordinate with grant partners;
- Help create social media content.

Special Requirements:
- Basic familiarity with Microsoft and Apple office products;
- Comfortable with public speaking;
- Good knowledge of English language, including speaking, reading and writing;
- Good knowledge of social media, especially Facebook and Twitter;
- U.S. education experience a plus;
- Photography and video skills;
- Excellent communication skills, able to work well independently or as part of a group;
- Positive, can-do attitude;
- Candidate must be currently enrolled in a university majoring in journalism, communication arts, liberal arts, or related fields, or pursuing course of study in English, English translation.
- Candidate must demonstrate a proficiency in Microsoft Word, PowerPoint and Internet skills
- Candidate must be able to work independently
2017/09

Office / Organization: Cultural Unit/Public Affairs (PA)

Job Descriptions:
This intern will work on preparations for a major museum exhibit in 2018 celebrating Thai-U.S. relations.

- Help develop private sector partnerships with Thai and U.S. companies
- Identify and develop creative ways to develop and promote our public relations for the project
- Develop list of potential audiences among Thai youth

Special Requirements:
- Candidate should have academic background in communication arts, public relations, sales or marketing.
- Candidate must be proficient in English and Thai, both speaking and writing
- Candidate must demonstrate proficiency in Microsoft Office. Photoshop and/or Illustrator preferred.
- Candidate should be outgoing with a self-starter personality. Creativity is a plus!

2017/10

Office / Organization American Citizen Services, Consular Section (ACS/CONS)

Job Descriptions:
- Interact with customers at public service window or via other communication channels such as telephone or outreach events, and provide appropriate information.
- Research information and update public handouts on our website.
- Draft memos and general informative messages.
- File/shred documents.
- Perform other duties as assigned.

Special Requirements:
- Candidate must demonstrate interpersonal skills.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
2017/11

Office / Organization: Non-Immigrant Visa Unit, Consular Section (NIV/CONS)

Job Descriptions:
- Support the Non-Immigrant Visa (NIV) team with visa processing, to include but not limited to, affixing visa foils onto the passports and packaging visas to be returned to the applicants.
- Assist officers with interview interpretation (Thai to English, vice versa).
- Assist in creating social media announcements and content.

Special Requirements:
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must demonstrate interpersonal skills.

2017/12

Office / Organization: Fraud Prevention Unit, Consular Section (FPU/CONS)

Job Descriptions:
- Combat human trafficking and human smuggling both in the Consular Section and at Suvarnabhumi Airport.
- Assist in conducting fraud interviews in the Consular Section and field investigations.
- Draft reports based on fraud investigations to help Consular Officers adjudicate visa applications.
- Develop training materials to be used throughout the region.

Special Requirements:
- Working knowledge of Microsoft Word, Excel, and PowerPoint.
- Fluent in Thai and English (spoken and written).

2017/13

Office / Organization: System Development and Maintenances (SDM)/Comptroller Global Financial Services Office (CGFS) (2 positions)

Job Descriptions:
- Assist in maintaining GFSB System Development internal website.
• Assist in monitoring software update to comply with regulations.
• Assist in preparing the infrastructure administrative scripting.
• Assist in performing the technical/document testing.
• Assist with the CMMI and technical documents.
• Handle researching options and research computer bugs and their solutions
• Handle the material libraries e.g. software medias (CD/DVD), books and update inventory.
• Provide supports in diagnosing hardware, software issues and troubleshooting activities and other day-to-day administrative tasks.
• Assist in the data verification, development and unit testing for report development.
• Develop the diagram / workflow for SDM projects.
• Assist in performing the regression test on GUI/business for Software Development and preparing test data/input file for automation.

Special Requirements:
• Currently pursuing an undergraduate/graduate degree in the IT field.
• Basic knowledge of the MS Windows client/server, Database structure and script language e.g., Windows Command Processor, Windows PowerShell.
• Demonstrates self-motivation and ability to work hard.
• Possesses strong interpersonal skills and the ability to contribute in a team environment.
• Must have a very good command of written and spoken English. Fluent in Thai.

2017/14

Office / Organization: Disbursing/Comptroller Global Financial Services Office (CGFS)
(2 positions)

Job Descriptions:
• Reconcile and process daily check-related and credit card transactions in the CGFS financial system, both of which are generated from CGFS Bangkok serviced Posts.
• Review and reorganize disbursing files/folders.

Special Requirements:
• Currently pursuing an undergraduate/graduate degree in Business Administration, Accounting or Economic field.
• Demonstrates self-motivation and ability to work hard.
• Possesses strong interpersonal skills and the ability to contribute in a team environment.
• Require strong, accurate data entry and math skills.
• Must have a very good command of written and spoken English. Fluent in Thai.
**2017/15**

**Office / Organization:** Immigration and Customs Enforcement/Department of Homeland Security (ICE-HSI)

**Job Descriptions:**
- Assist U.S. and locally engaged staff investigators in their day to day duties within the ICE-HSI Attaché Bangkok area of responsibility.
- Assisting in the planning of training and outreach activities provided to local law enforcement agencies and non-governmental organization.
- Assist with issues related to the ICE repatriation program.
- Conduct research into laws and regulations as they pertain to ICE’s investigative strategies
- Any other duties associated with the daily activities of a professional law enforcement office.

**Special Requirements:**
- Be a student in good standing pursuing a degree in Law Enforcement, Criminal Justice or Law.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

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**2017/16**

**Office / Organization:** Defense POW/MIA Accounting Agency (DPAA)

**Job Descriptions:**
- Gain an understanding of the U.S. Government’s POW/MIA policy and DPAA’s role in recovering Americans missing as result of past conflicts.
- Assist logistics and administrative planning work in preparation for supporting DPAA field work in the region.
- Assist with travel arrangements and visitor itineraries for TDY personnel supporting DPAA missions in Thailand.
- Prepare letters and memorandums for the Detachment Commander.
- Maintains office files of correspondences, messages and reports.
- Review vehicle logs and update maintenance files as required.
- Perform translation of documents to/from Thai and English.
- Assist with the performance of detailed inventories of detachment supplies and equipment.
Special Requirements:
- Ability to read, write and speak English fluently.
- Basic ability to use Microsoft Office programs to include Word, PowerPoint, Excel and Outlook.

2017/17

Office / Organization: Foreign Commercial Service (FCS) (2 positions)

Job Descriptions:
- **Support of Business Matchmaking and other CS Products & Services** – Search information from reference sources. Perform tele-marketing, scheduling, and confirming appointments for visiting trade mission participants and individual U.S. companies. Call pre-qualified, target companies to set up business meetings for U.S. visitors. Conduct promotional campaigns via email, fax, phone to recruit local companies to attend trade exhibitions in the U.S. Create, update, and maintain contact lists. Input qualified contacts and activities into database/IT system.

- **Support of Trade Events** – Assists at trade events (trade missions, exhibitions, seminars, videoconferences, etc.), helping on organizing logistics and event/meeting schedules, preparing promotional materials, supporting staff at event business information offices. Entering SharePoint and SaleForce site with information on companies and activities relevant to the trade events.

- **Administrative Support** – Provides administrative support for commercial operations and assist with ad hoc projects.

Special Requirements:
- Senior under-graduated student in Marketing, Business Admin, Economics, or International Business Management.
- Proficient in spoken and written Thai. Working knowledge in spoken and written English.
- Good typing and good working skill in operating word processing (Word, Excel, PowerPoint), Adobe Acrobat, internet, and social media applications.
- Ability to adjust to a busy multi-tasking office.

2017/18

Office / Organization: United State Patent and Trade Mark Office (USPTO)

Job Descriptions:
- Search and extract information from reference sources
• Provide first-handed review of new development in law, summarize, translate, assist in updating Intellectual Property Law in the region
• Assist in organizing trainings, seminar and arrangement of IP related events.
• Assist with ad hoc projects.

Special Requirements:
• Candidate must currently enrolled in school of Law
• Proficiency in English and Thai
• Proficiency in Microsoft Word, Excel, PowerPoint and Internet skills

2017/19

Office/Organization: Program Development Office/ United States Agency for International Development (PDO/USAID)

Job Descriptions:
• Search and summarize relevant research and information from reference sources,
• Assist office team in developing and delivering presentations to both internal and external audiences
• Under the direction of the supervisor, review the existing literature in areas related to international economic development and/or human rights protection in order to assist in new activity design
• Maintain and update files as assigned
• Assist in organizing trainings, seminars and other related duties as applicable

Special Requirements:
• Candidate must be enrolled in a college or university with a grade point average equal to or greater than 3.0
• Candidate must be proficient in English and Thai
• Candidate must have a major in social science and/or political science, with interests in international development and U.S. foreign policy as it relates to Asia
• Candidate should be familiar with conducting basic online research

2017/20

Office/Organization: Program Development Office/ Development Outreach Communications, United States Agency for International Development (PDO/USAID)
Job Descriptions:

- Help prepare USAID communications materials. These include, but are not limited to, photos, videos, posters, social media posts, infographics and PowerPoint/Prezi presentations
- Assist with graphic design, photo and video editing
- May occasionally provide administrative support: schedule appointments, prepare procurement documents, route clearance sheets, make travel arrangements, arrange and coordinate meetings as assigned

Special Requirements:

- Candidate must be currently enrolled in school of Communication Arts, Mass Communications or Multimedia Design
- Candidate must demonstrate proficiency in Adobe Photoshop/Lightroom, Adobe Illustrator, Adobe InDesign, Final Cut Pro, or other video editing software
- Graphic design skills and video editing skills are highly desirable
- Candidate must be proficient in spoken English
- Candidate must be available to perform duty five days a week (not counting holidays)

2017/21

Office / Organization: Office of Public Health/United States Agency for International Development (OPH/USAID)

Job Descriptions:

- Create briefing binder for incoming OPH Office Director
- Assist OPH staff in redesign of electronic filing system
- Propose innovative solutions to improve office efficiencies
- Carry out various research for technical staff
- Create and update office documents on selected topics (i.e. fact sheets)
- Archive printed material for outgoing staff
- Reorganize OPH library and printed material, including updating hard copy files
- Provide logistical support for visitors, office retreat, and implementing partners’ meeting
- Verify and update health contact lists
- Assist technical staff on selected assignments
- Assist with administrative or clerical duties

Special Requirements:

- Candidate must demonstrate a proficiency in MS Word, Excel, PowerPoint and Internet
- Candidate must be proficient in English and Thai
- Quick learner, hardworking and a self-starter
- Able to complete work within the assigned time
- Demonstrate good interpersonal and organizational skills
- An interest in health a plus

2017/22

Office / Organization: Procurement Section, Executive Office/United States Agency for International Development (PROC/EXO/USAID)

Job Descriptions:
- Provide administrative assistance to the EXO procurement office
- Assist with records management of purchase requisitions, purchase orders, and vendor contact information
- Track procurement records and documents (i.e., purchase requests, contracts and contract modifications)

Special Requirements:
- Candidate must have a good command of English
- Candidate must demonstrate proficiency in computer literacy and good knowledge of Microsoft Office (Microsoft Word and especially Microsoft Excel)
- Quick learner and able to understand complicated documents such as contracts, personnel actions, etc.
- Strong interpersonal skills oral and written communication skills, and ability to work without direct supervision

2017/23

Office / Organization: Asia Regional Training Center, Executive Office, / United States Agency for International Development (ARTC /EXO/USAID)

Job Descriptions:
- Help the administrative assistant with the filing, visa letters, update participants’ lists, manage building access cards logbook, and prepare weekly list of TDY visitors and participants
- Provide general administrative supports for ARTC activities that may include, receive phone calls, take notes, picking up and/or delivering course materials and packages
- Assist with administrative and clerical duties including, but not limited to, arranging training classes, conferences, and workshops. Scheduling team’s appointments and provide IT supports
Special Requirements:
- Candidates should have a background in education in School of Arts, Public Administration, or International Relations
- Candidate must demonstrate proficiency in Google Tools, Microsoft Word, Excel, Power Point, Microsoft Publishers, Internet Skills, and IT skills
- Candidate must have strong customer service, interpersonal and presentation skills
- Able to complete work within the assigned time
- Hard-working, quick learner, and can-do attitude

2017/24

Office/Organization: Economic Growth and Vulnerable Populations Office/United States Agency for International Development (CTIP/EGVP/USAID)

Job Descriptions:
- Summarize information from reference sources related to research requests in support of Counter-Trafficking in Persons (CTIP) activities, including private sector role in CTIP and role of gender
- Support activity manager with tasks related to implementing and monitoring CTIP activities Example:
  - Organizing post-award conference for Thailand CTIP new associate award
  - Drafting memo related to travel requests
  - Attending and summarizing workshops help in Bangkok
  - Coordinating meetings with different offices in support of Thailand CTIP

Special Requirements:
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English

2017/25

Office/Organization: Economic Growth and Vulnerable Populations Office/United States Agency for International Development (EGVP/USAID)

Job Descriptions:
- Summarize information from reference sources related to research requests in support of Vulnerable Populations activities
  Example: The role of gender as it impacts activities in Tibet, comparative examples of USAID activities supporting persons with disabilities in conflict-affected countries
- Support activity managers with tasks related to monitoring USAID programs supporting Vulnerable Populations. Example: Drafting memoranda related to travel requests,
attending and summarizing workshops held in Bangkok on topics related to development, etc.

- Support activity managers in organizing events related to Agriculture
- Assist activity managers in researching and organizing Agriculture policies in ASEAN (Association of Southeast Asian Nations), APEC (Asia-Pacific Economic cooperation), SAARC (South Asian Association for Regional Cooperation), and the bilateral missions

Special Requirements:
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English; Additional language skills desirable in Thai, Yawi, Mandarin, or Laotian, but not required.

2017/26

Office/Organization: Tuberculosis section, Division of Global HIV and TB, Center for Disease Control (DGHT/CDC), Nonthaburi Office (2 positions)

Job Duties/Responsibilities:
- Assist public health research study project
- Provide support to CDC/DGHT public health administrative activities
- Assist in organizing training, seminars, workshops and other related duties as applicable
- Intern will have opportunity to work with national public health professionals

Special Requirements (Optional):
- Candidate must be proficient in English and Thai
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills

2017/27

Office/Organization: Division of Global Migration and Quarantine/Immigrant, Refugee and Migrant Health Program, Center for Disease Control (DGMQ/CDC), Nonthaburi Office

Job Duties/Responsibilities:
- Provide support to CDC/DGMQ public health activities including the review and organizing of health information in accordance with offices’ guidelines
- Assist with input, arrange, tracking, and updating computerized health databases.
- Intern will have opportunity to interact with variety of national and international public health professionals
**Perform other duties as assigned.**

**Special Requirements (Optional):**
- Interest in international public health and the control and prevention of infectious diseases in migrating populations.
- Ability to use MS Word, Excel, PowerPoint and Internet.
- Must be proficient in English and Thai.
- Must possess strong interpersonal oral and written communication skills.

**2017/28**

**Office /Organization:** Thailand Transmitting Station/ International Broadcasting Bureau (TTS/IBB), Ban Dung, Udorn Thani Office *(3 positions)*

**Job Duties/Responsibilities:**
- Operate and maintain high power shortwave transmitters and associate equipment, antenna control systems and RF distribution systems.
- Operate and maintain sophisticated electronic equipment used for the control and delivery of audio and data signals.
- Operate and maintain audio streaming system.
- Operate and maintain master clock system.
- Operate and maintain VHF communication radio system.
- Operate and maintain the fire alarm system (VESDA)
- Operate and maintain Cisco Unified Call Manager system.
- Perform other duties as assigned.

**Special Requirements (Optional):**
- Preferred areas of study: Telecommunication or Electronics Engineering.
- Working level of computer and internet skills.
- English language with report writing ability.
- Have good interpersonal skills.

**2017/29**

**Office /Organization:** Thailand Transmitting Station/ International Broadcasting Bureau (TTS/IBB), Pachi, Ayutthaya Office

**Job Duties/Responsibilities:**
- Operate and maintain high power shortwave transmitters and associate equipment, antenna control systems and RF distribution systems.
- Operate and maintain sophisticated electronic equipment used for the control and
delivery of audio and data signals.

- Operate and maintain audio streaming system.
- Operate and maintain master clock system.
- Operate and maintain VHF communication radio system.
- Operate and maintain the fire alarm system (VESDA)
- Operate and maintain Cisco Unified Call Manager system.
- Perform other duties as assigned.

**Special Requirements (Optional):**

- Preferred areas of study: Telecommunication or Electronics Engineering.
- Working level of computer and internet skills.
- English language with report writing ability.
- Have good interpersonal skills.

2017/30

**Office/Organization:** Community Liaison Office/CLO U.S. Consulate General Chiang Mai

**Job duties/Responsibilities:**

- The intern will interact with the Consulate American/Thai staff and family members as intern of the Community Liaison Office.
- Assist with planning, organizing and facilitating Community Liaison Office events including holiday parties, CLO lunches and outings, and other CLO events planned for the Consulate community within the Chiang Mai Community.
- Help maintain electronic and physical database.
- Assist with the community newsletter and help photograph events.

**Special Requirement:**

- Proficient in reading and writing English.
- Have good interpersonal skills.
- Have good computer skills.

2017/31

**Office/Organization:** Non-Immigrant visa and American Citizen Services/Consular Section, U.S. Consulate General Chiang Mai

**Job duties/Responsibilities:**

- Assist in the processing of nonimmigrant visa (NIV) and routine American Citizen Services (ACS).
• Assist in emergency ACS cases as needed, including accompanying consular officers on emergency ACS visits outside of the section to prisons, hospitals, or other locations.
• Maintain consular files and complete special projects related to improving the section’s efficiency.
• Serve as translator for officers during out-of-office consular visits and/or NIV interviews.

Special Requirement:
• Be customer service oriented.
• Have good interpersonal skills.
• High proficiency in reading and writing English, computer skills, and power point presentations.
• Experience with video production is a plus.
• Background in interpretation/translation experience and/or work (full time, part-time, or short project) with international organization is preferred.

2017/32

Office/Organization: Political/Economic Section, U.S. Consulate General Chiang Mai

Job Duties
• Monitor political events through various media sources, key developments and selected issues of interest in local and cross-border regions.
• Attend and report on seminars, workshops, rallies and other relevant political events of USG interest.
• Gather data for economic, commercial and environmental reporting.
• Manage and update economic and commercial data base.
• Support the economic and commercial content on the consulate social media platform.
• Update biographical data and profiles of key individuals and organizations within the consular district.
• Assist with scheduling visits and other preparations for USG officials or high-profile visitors.
• Work with interns from other sections on joint projects.

Special Requirements
• Preferred areas of study: Political Science, International Relations, Economics, Business Administration, Public Administration, Sociology, Law, and Humanities/History.
• Working level of computer and internet skills.
• English language proficiency with report writing ability.
• Availability to work beyond normal working hours when needed.
Office/Organization: Public Affairs Section (PA), U.S. Consulate General Chiang Mai

Job Description:
- Provide support for regular cultural and educational programs.
- Survey the opportunities to engage the Consulate’s mission into local community/public’s events.
- Monitor and organize inventory (promotional items, publications).
- Responsible for news monitoring/briefing/clipping.
- Assist in arranging media events.
- Design and produce brochures/posters, including other promotional materials.
- Assist on online communication (Facebook, Twitter, Website update).
- Update educational/cultural and media contact database.
- General Tasks: Assist on daily basis/administrative requirement; translation service; logistics.

Special Requirements:
- With interest in communications, media, cultural affairs.
- Preferred areas of study: Arts, Humanities, Liberal Arts, Mass Communications, Art and Design.
- Multitasking, enthusiastic, creative.
- Working level of computer and internet skills. Design program skills would be more considerable.
- Pleasant personality, excellent communication skills.
- Time management skills, able to work independently.
- Very good English skills. (EN-TH translation is a must).

Number of required hours: 40 per week

Submit application to: Email: BangkokHRCS@state.gov

(Subject: – Name – Surname and Position Number)

Closing date:

February 24, 2017

*Please use Windows OS when filling out Application form*

**Please send all documents in PDF Format Only**
***Please note that the above vacancies are unpaid jobs***

****There will be no housing or other allowances provided for students from other provinces.****

IMPORTANT NOTE: After selection, selected students are required to pass medical and security clearances. Therefore, they are required to be physically in country during these clearance processes.