




U.S. Department of State **Career & Internship Opportunities**





Real change, even globally, starts with each of us. And when you work for the U.S. Department of State, you'll discover the unique opportunity to make an impact, as you help societies become full partners in the international community. Here, you'll have the chance to represent America to the world and make a difference as you experience an extraordinary career.

careers.state.gov



Career Opportunities

Influence Change. Become a U.S. Diplomat.

One of our greatest strengths is our diversity.

This is reflected in who we employ – culturally aware, adaptable, strategic thinkers from all walks of life. When people of all cultures, races, religions or economic backgrounds represent America to the world, it's a clear statement about who we are and what our values mean in practice. This is why we embrace, respect and value everyone's individual perspective.

Make a difference in our global society.

As a Foreign Service Officer or a Foreign Service Specialist serving overseas, a Civil Service professional serving domestically, or a student eligible for one of our many programs, you'll be a vital part of history in the making as you focus on our country's diplomatic mission and evolve American foreign policy across the globe.

You'll be directly involved with challenging issues resulting in productive changes within our society – whether in the United States or at any one of over 265 overseas embassies and consulates. From improving trade opportunities for U.S. businesses, helping American couples adopt children from overseas and

monitoring human rights issues, to providing management supervision for embassy operations, you will have a wide range of opportunities to make a difference.

You will have the opportunity to live and work with other cultures; travel abroad; participate in extensive professional development and training programs; and receive an incredible variety of family, medical, recreational and retirement benefits.

This is your opportunity to contribute to a global society, make an impact and show the world a side of America it has never seen.



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Civil Service

Within the U.S. Department of State, there are hundreds of inspiring Civil Service career opportunities. No matter which one you choose, you'll be able to make a difference in the world while contributing to the mission of supporting the foreign policy of the United States of America. To help you decide which career is right for you, we have divided our Civil Service positions into seven broad areas:

Business Management/ Finance/Economics/Accounting

Backed by specific degrees and experience, Financial Management Specialists, Accountants, Auditors and Budget Officers are responsible for the U.S. Department of State's finance function, providing their expertise to challenging assignments, ranging from developing projections and scenarios to setting up, maintaining and assisting with records.

Engineering

Specialized degrees and experience qualify our experts for a variety of opportunities in Electronic Engineering, Architecture, Facilities Management and Real Estate. Using practical and creative problem-solving skills, individuals in these positions are responsible for highly advanced electronic systems and devices in a secure, worldwide environment, in addition to designing, building and acquiring global embassies, consulates, office buildings and compounds.

Foreign Affairs and International Policy and Operations

Apply your interest in, knowledge of or expertise in foreign affairs or policy as a Foreign Affairs Officer, Passport and Visa Specialist, or a Public Affairs Specialist. You could work on transnational issues such as arms control, drugs, terrorism, environmental matters or human rights; help American and foreign citizens; or prepare speeches and briefings communicated to U.S. citizens.

Human Resources/ Information Technology/Legal

Like any major organization, the U.S. Department of State requires experienced professionals who know how to hire highly qualified people; design and implement systems and procedures for the rapid sharing and storing of information worldwide; and provide legal advice and negotiate treaties and contracts.

International and Domestic Security

Protect America at home and abroad as an Intelligence Analyst, Criminal Investigator or Security Specialist. Using your specialized degree and expertise, you may gather information on terrorist incidents and other criminal activities that pose potential threats; conduct background investigations and investigate passport and visa fraud; or protect U.S. and overseas employees, property and buildings.

Office Support

The smooth operation of the U.S. Department of State depends on our Clerks, Secretaries, Office Managers and Assistants working in positions that may be used as an entry level to greater responsibility, or as a complete career path.

Senior Executives

Working in a variety of managerial, supervisory and public policy-making positions, executives direct change and manage people through a results-driven philosophy, solid business acumen and excellent communication ability.

Foreign Service

Foreign Service Officers and Foreign Service Specialists represent America and make a difference on a global scale, as they promote peace, stability and prosperity. They advocate American foreign policy; protect American citizens; nurture U.S. trade and business; supervise embassy operations; and solve problems for Americans overseas. Our Foreign Service employees are located in Washington, D.C., and over 265 U.S. embassies and consulates around the world.

Foreign Service Officers

You will have the unique opportunity to apply your educational, professional and cultural background to focus on our country's diplomatic mission around the globe. Foreign Service Officers face a variety of ever-changing challenges, which may include consular services such as screening visa applicants and issuing visas; political initiatives such as observing elections in host countries; or analyzing and reporting

on issues such as HIV/AIDS, rights, fair trade and technology. Foreign Service Officers work in one of five different career tracks: **Consular Affairs**, **Economic Affairs**, **Management Affairs**, **Political Affairs** and **Public Diplomacy**. At the beginning of the hiring process, you must choose a track. We know that this can be a tough decision, so we suggest you visit **Career Navigator** at careers.state.gov to help with your decision.

Foreign Service Specialists

Our Foreign Service Specialists are instrumental in the daily operations of U.S. embassies and consulates abroad. To maintain an efficient and effective organization, we require experienced professionals with specific skills in financial, technical and support services areas. Opportunities exist in 19 different areas of specialization, in the following job categories: security; information technology; construction engineering; medical and health; office management; administration; and international information and English language programs.

As either a Foreign Service Officer or Foreign Service Specialist, you will receive exceptional benefits, including health and medical coverage, extensive language training and professional development, federal retirement benefits, paid education for dependent children K through 12, and generous paid leave. When you serve overseas, the U.S. Department of State provides excellent paid housing or a housing allowance. Plus, you'll have an unprecedented opportunity to travel the world and experience different cultures.

How to Apply

U.S. citizenship is required for all U.S. Department of State career opportunities.

- **Civil Service Professionals and Foreign Service Specialists**

Vacancy announcements are posted by the U.S. Department of State as positions become available and can also be found at www.USAJobs.gov.

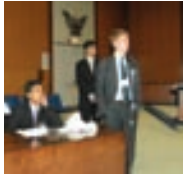
- **Foreign Service Officers**

The Foreign Service Officer Test (FSOT) is the first step in the hiring process. To learn more about the selection process, the upcoming dates and registration materials, please visit careers.state.gov/officer/register.html.

Visit careers.state.gov for details and to apply for our many career opportunities.



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Student Programs

Network with the world.

Apply for a life-changing internship with the U.S. Department of State and connect to your global community.

An internship with the U.S. Department of State isn't your typical student internship. It's exciting, ever-changing, challenging and something you will never forget. As an intern, you will have the opportunity to connect with fascinating people and do things that will help make a global difference both domestically and abroad.

The U.S. Department of State represents America to the world. And, as an intern, so will you. You'll get a close-up look at the wide variety of positions and responsibilities available at our nation's lead foreign affairs agency. You may even decide that your calling is to become an official diplomat with the U.S. Department of State.

You never know where an internship with the U.S. Department of State could lead you. You could end up in Washington, D.C., or at one of over 265 American embassies and consulates around the world. You could work with people responsible for dealing with terrorism, or those who work to end the spread of HIV/AIDS – or protect the environment and promote free trade.

So if you're pursuing a degree in International Relations, Foreign Affairs, Political Science, History or other traditional majors which are often identified with international affairs, we definitely have a place for you. Other majors are equally as important and applicable to becoming an intern: Economics, Communications, Mathematics, Hard Sciences, Business, Management, Public Administration, Information Management and Engineering.

Are you ready to show the world a side of America it has never seen?

To find out more, please visit careers.state.gov/students



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Student Programs

The U.S. Department of State offers hundreds of student internships, as well as opportunities for those who haven't yet figured out their major or are still in high school. We have a variety of programs designed to expose you to the business of diplomacy, with the majority of positions located in Washington, D.C.

Cooperative Education Program

Gain invaluable work experience that will stick with you for a lifetime along with the U.S. Department of State benefits and a salary, as you finish high school undergraduate or graduate studies. Additionally, our flexible schedules allow you to mix your classroom studies with real-world issues and situations. (Most positions are located in Washington, D.C.)

Fascell Fellowship Program

Imagine, under this two-year program, you will have the opportunity to experience Eastern European cultures, the former Soviet Union or China – while serving your nation. Great opportunities exist in all of the management, consular, economic, political or public diplomacy career tracks. The majority of these fellowships are intended for teachers, scholars, academics and graduates of advanced-level programs, fluent in designated languages.

Presidential Management Fellows Program

The U.S. Department of State takes part in this government-wide program, operated by the Office of Personnel Management – designated for outstanding graduate students from a variety of academic disciplines. (Additional details are available at pmf.opm.gov.)

Stay-in-School

Work part-time while classes are in session, and full-time during your vacations, in paid office or administrative support positions. You'll help finance your education while obtaining valuable work experience. (Performance-based promotions and benefits are part of the package.)

Student Disability Program

Temporary (summer only) and permanent employment opportunities are available for talented students with disabilities. The Department of Labor, Office of Disability Employment and Policy, refers students to us as well. The number of college credits and experience at the time of hire will determine your salary.

Student Internships

Work full-time in Washington, D.C., or abroad, and you'll be prepared for a career in foreign affairs. As an intern, you'll get to work in a professional capacity on a wide variety of issues, managed by the U.S. Department of State and its overseas missions. (Internships last one academic semester or quarter, or for a minimum of 10 weeks during the summer.)

Summer Clerical Program

Not only will you gain valuable work experience, but you'll also earn money to continue your education. Our new applicants are hired on a competitive basis, and selection is based on relevant experience and qualifications.

Thomas R. Pickering Foreign Affairs Fellowships

If you're an outstanding undergraduate or graduate student interested in pursuing a career in the Foreign Service, you'll have the chance to apply for this invaluable fellowship program, which offers tuition, room, board and fees during your junior and senior year of college, as well as during your master's degree studies related to international affairs. You'll need to fulfill a service obligation. To find out more, visit www.woodrow.org/public-policy.

How to Apply

Eligibility requirements and application processes vary for each Student Program, Internship and Fellowship opportunity. U.S. citizenship is required for entry into all programs. For detailed information, visit careers.state.gov/student.



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