

**RSO STATEMENT REGARDING SENSITIVITY LEVEL FOR
INTERN FOR THE FOREIGN COMMERCIAL SERVICE
Proposed Dates: _____, 200__**

**UNCOMPENSATED INTERNSHIP AT U.S. & FOREIGN COMMERCIAL SERVICE
U.S. EMBASSY - LIMA, PERU**

- 1. POST:** Lima, Peru
- 2. AGENCY:** U.S. Department of Commerce
- 3. POSITION :** Temporary Commercial Intern (Work Study Intern Program)
- 4. TIME PERIOD:** 3 months - 40 hour workweek
- 5. BASIC JOB DESCRIPTION:**

All duties include are not limited to the following:

- Under the supervision of the Lima team, contribute to keep and maintain updated our CMS database. (40%)
- File all necessary documents as requested and check writing on reports; (20%)
- Provide trade development assistance to visitors in the IRC; (10%)
- Assist with missions, events, receptions and meetings; (10%)
- Collection of information relevant to bid opportunities on major infrastructure projects; call participants of International Buyer Programs (IBP's) to track success stories and respond letters or faxes(10%),
- Assist with narrative of commercial brochures and constructions of the FCS Webster.

6. DESIRED QUALIFICATIONS:

Applicants must be currently enrolled students who are taking at least one-half of a full time academic workload and who will be returning to complete their education immediately upon termination of their internship.

A good knowledge of the Spanish language is required and will be evaluated through a telephone interview.

Student must pay for all expenses incurred during the internship, such as airfare, local transportation, housing and meals.

7. POSITION ELEMENTS:

a. Supervision Received:

Principal supervision is provided by _____. Additional guidance and training may come from other more senior staff of the Commercial Section. Projects are assigned by the SCO, though projects are often conceived and initiated by the employee, with concurrence of the SCO. Project assignments are discussed with the SCO, including any other team members, and commercial goals and projected completion dates are established.

In reviewing the position description, which will encompass the duties of student intern, _____ it is the determination of the Regional Security Office is Lima that this is a non-sensitive position.

Regional Security Officer

Date