

**Fwd: U.S. Embassy Thailand 2025 Foreign National Student Intern Program**

Rungkarn Pongpopithak <rungkarnpo@nu.ac.th>  
ร่างจดหมาย

From: "Mission Thailand, FNSIP" <MissionThailandFNSIP@state.gov>  
Subject: U.S. Embassy Thailand 2025 Foreign National Student Intern Program  
Date: 10 October 2567 at 3:44:37 pm GMT+7  
To: "Mission Thailand, FNSIP" <MissionThailandFNSIP@state.gov>

คุณไม่ได้รับอีเมลจาก missionthailandfnsip@state.gov โปรดระวังว่าเหตุใดสิ่งนี้จึงเป็นสิ่ง  
สำคัญ

1

TO WHOM IT MAY CONCERN:

U.S. Embassy Bangkok and U.S. Consulate Chiang Mai invite you to participate in the 2025 Foreign National Student Intern Program. The environment. At the end of the program, the interns will receive a performance evaluation from their supervisors with a certificate of benefits.

The 2025 Foreign National Student Intern Program will run for two sessions:

**Session 1:** From March 31, 2025 through May 30, 2025

**Session 2:** From June 2, 2025 through July 31, 2025

Details are available via: <https://th.usembassy.gov/embassy-consulate/jobs/internship-program/>

Or scan



To ensure the success of this program, we would be grateful if you could share this opportunity with your students.

Sincerely,

Ulises Iván Sánchez  
Assistant Human Resources Officer

ด้วย สถานเอกอัครราชทูตสหรัฐอเมริกาประจำประเทศไทย ขอประชาสัมพันธ์การรับสมัครนิสิตเข้าร่วมฝึกงานในโครงการ 2025 Foreign National Intern Program โดยนิสิตที่ได้รับการคัดเลือกจะได้ฝึกงาน ณ สถานเอกอัครราชทูตสหรัฐอเมริกาประจำประเทศไทย และ สถานกงสุลใหญ่สหรัฐอเมริกา เชียงใหม่ โดยสามารถเลือกได้ 2 ช่วงระยะเวลา ได้แก่ วันที่ 31 มีนาคม ถึงวันที่ 30 พฤษภาคม 2568 และวันที่ 2 มิถุนายน ถึงวันที่ 31 กรกฎาคม 2568 โดยนิสิตที่สมัครจะต้องมีคุณสมบัติดังต่อไปนี้

1. เป็นบุคคลที่มีสัญชาติไทย หรือมีถิ่นพำนักอยู่ในประเทศไทย ที่ถูกต้องตามกฎหมาย

2. เป็นนิสิตที่กำลังศึกษาในระดับชั้นปีที่ 3 ที่มีอายุ 18 ปีขึ้นไป โดยเหลือระยะเวลาสำเร็จการศึกษาอย่างน้อย 1 ภาคเรียน

3. มีเกรดเฉลี่ยไม่ต่ำกว่า 2.80 และมีทักษะภาษาอังกฤษในระดับดี

ทั้งนี้ นิสิตที่สนใจสามารถศึกษารายละเอียดและกรอกแบบฟอร์มเพื่อเข้าร่วมการคัดเลือกโครงการดังกล่าวได้ตาม QR CODE ด้านล่างนี้ โดยสามารถส่งเอกสารสมัครได้จนถึงวันที่ 3 พฤศจิกายน 2567 (รายละเอียดตามเอกสารแนบ)

จึงเรียนมาเพื่อโปรดพิจารณา และเห็นควรเวียนแจ้ง คณะ วิทยาลัยและกองกิจการนิสิตเพื่อประชาสัมพันธ์ต่อไป



ผู้แทน  
17 ต.ค. 2567

17 ต.ค. 67

ลงชื่อ .....

(นายจักรกฤษณ์ เพื่องปรางค์)

ผู้อำนวยการกองพัฒนาภาษาและกิจการต่างประเทศ

วันที่ 17 ตุลาคม 67

25 ตุลาคม 67

ลงชื่อ .....

(ดร.พิสุทธิ์ อภิขยกุล)

รองอธิการบดีฝ่ายวิเทศสัมพันธ์และการถ่ายทอดเทคโนโลยี

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนเรศวร

วันที่ 18/10/67

# 2025 Foreign National Student Intern Program

At the U.S. Embassy Bangkok & U.S. Consulate General Chiang Mai

## Qualifications

- Must be a Thai citizen or permanent legal resident with authorization to work;
- Must be at least 18 years old at the time of participation in the program;
- Must be a full-time third-year undergraduate student at an accredited university located in Thailand, with at least one semester remaining before graduation;
- Must have a minimum 2.80 GPA;
- Must possess good working knowledge of English;
- Complete a background investigation and security determination (after selection).

## Intern Cycle 2025 Timeline

Mid-October 2024 – Intern Applications Open  
Mid-November 2024 – Interviews begin  
March 31, 2025 – Session 1 begins  
June 2, 2025 – Session 2 begins



*Learn more about our intern program*

**Application Submission close  
November 3, 2024**

**Contact: [MissionThailandFNSIP@state.gov](mailto:MissionThailandFNSIP@state.gov)**



**U.S Mission Thailand**

[th.usembassy.gov](http://th.usembassy.gov)

**U.S. Embassy Bangkok**

120-122 Wireless Road  
Bangkok 10330, Thailand  
Phone: +66-2-205-4570

**U.S. Consulate General Chiang Mai**

387 Wichayanond Road  
Chiang Mai 50300, Thailand  
Phone: +66-53-107-700



## **U.S. Mission to Thailand 2025 Foreign National Student Intern Program (FNSIP)**

The 2025 FNSIP will offer two scheduled sessions, synched to university breaks, and two participation options.

**Session 1:** March 31, 2025, through May 30, 2025

**Session 2:** June 2, 2025, through July 31, 2025

Applicants must meet the following criteria:

- Be a Thai citizen or permanent legal resident with authorization to work;
- Be at least 18 years old at the time of participation in the program;
- Be a full-time third-year undergraduate student at an accredited university located in Thailand, with at least one semester remaining before graduation;
- Have a minimum 2.80 GPA;
- Possess good working knowledge of English;
- Complete security clearance (after selection).

### **How to apply:**

1. Complete the appropriate online FNSIP Application Form
  - **Application Form - Session 1** or
  - **Application Form - Session 2**
2. **Submit the following required documents** in PDF format via email to [MissionThailandFNSIP@state.gov](mailto:MissionThailandFNSIP@state.gov). Ensure the subject line includes your ***First Name – Last Name and Position Number:***
  - a. Verification of student status
  - b. Transcript
  - c. Thai ID card/proof of permanent legal residence and proof of work authorization

**Application Deadline:** All documents must be submitted by **November 3, 2024**.

**Important Notes:**

- Students may apply for only **one session** and are required to **rank their top three position preferences**.
- Selected participants are expected to work 40 hours per week.
- This is an unpaid internship with no benefits, housing, or other allowances provided.
- Upon selection, students must successfully pass a security clearance and remain physically present in the country during the clearance process.

**Job Opportunities**

The U.S. Mission Thailand 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. We strongly encourage applications from individuals of diverse and underrepresented backgrounds, including those from marginalized communities.

**U.S. Embassy Bangkok**

**Session 1:** From March 31, 2025 through May 30, 2025

**Application Form Session 1**

**U.S. Embassy Bangkok**

**S1-01** Centers for Disease Control and Prevention (CDC) **(2 positions)**

**S1-02** Consular Section/ Consular Information Unit (CONS/CIU)

**S1-03** Consular Section/ Fraud Prevention Unit (CONS/FPU)

**S1-04** Consular Section/ Immigrant Visa Unit (CONS/IV)

**S1-05** Consular Section/ Non-Immigrant Visa Unit (CONS/NIV)

**S1-06** Department of Homeland Security/Customs and Border Protection (DHS/CBP/IAO)

**S1-07** Economic Section (ECON) **(2 positions)**

**S1-08** Financial Management Center (FMC) **(2 positions)**

**S1-09** Foreign Commercial Service (FCS) **(2 positions)**

**S1-10** General Services Office (GSO) **(3 positions)**

S1-11 Human Resources Office/Diplomatic Accreditation & Privileges (HRO/DAP)  
S1-12 Human Resources Office/HR Services Center (HRO/HRSC)  
S1-13 Political Section (POL)  
S1-14 Protocol Office (PROT) **(4 positions)**  
S1-15 Public Affairs/Information Office (PA/IO/Press & Media)  
S1-16 Public Affairs/Information Office (PA/IO/Social Media) **(2 positions)**  
S1-17 Public Affairs/Public Engagement Office (PA/PE) **(3 positions)**  
S1-18 Public Affairs/Regional English Language Office (PA/RELO)  
S1-19 Regional Security Office (RSO) **(2 positions)**  
S1-20 U.S. Department of Homeland Security/Homeland Security Investigations  
 (DHS/HSI) **(2 positions)**  
S1-21 US Patent and Trademark Office (USPTO)  
S1-22 USAID/Asia Regional Training Center (USAID/ARTC)  
S1-23 USAID/Program Office/ Development Outreach and Communications  
 (USAID/PRO/DOC)  
S1-24 USAID/Program Office/Gender and Inclusive Development  
 (USAID/PRO/GID)  
S1-25 USAID/RDMA/GDO/Vulnerable Populations (USAID/RDMA/GDO/VP)  
S1-26 USAID/Regional Executive Office/Correspondences and Records  
 (USAID/REXO/C&R)  
S1-27 USAID/Regional Executive Office/Human Resources (USAID/REXO/HR)

### **U.S. Consulate General Chiang Mai**

S1-28 Economic Section (ECON)  
S1-29 Political Section (POL)  
S1-30 Public Diplomacy Office (PD)

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**Session 2:** From June 2, 2025 through July 31, 2025

### **Application Form Session 2**

### **U.S. Embassy Bangkok**

S2-01 Centers for Disease Control and Prevention/ Division of Global Migration  
 Health (CDC/DGMH) **(2 positions)**  
S2-02 Consular Section/American Citizen Services (CONS/ACS)

S2-03 Consular Section/Consular Information Unit (CONS/CIU)  
S2-04 Consular Section/Fraud Prevention Unit (CONS/FPU)  
S2-05 Consular Section/Immigrant Visa Unit (CONS/IV)  
S2-06 Consular Section/Non-Immigrant Visa Unit (CONS/NIV)  
S2-07 Department of Homeland Security/Customs and Border Protection  
 (DHS/CBP/IAO)  
S2-08 Economic Section (ECON) **(2 positions)**  
S2-09 Financial Management Center (FMC) **(2 positions)**  
S2-10 Foreign Commercial Service (FCS) **(2 positions)**  
S2-11 General Services Office (GSO) **(3 positions)**  
S2-12 Human Resources Office/Diplomatic Accreditation & Privileges (HRO/DAP)  
S2-13 Human Resources Office/HR Services Center (HRO/HRSC)  
S2-14 Political Section (POL)  
S2-15 Protocol Office (PROT) **(4 positions)**  
S2-16 Public Affairs Section (PAS)  
S2-17 Public Affairs/Information Office (PA/IO/Press & Media)  
S2-18 Public Affairs/Information Office (PA/IO/Social Media) **(2 positions)**  
S2-19 Public Affairs/Public Engagement Office (PA/PE) **(2 positions)**  
S2-20 Public Affairs/Regional English Language Office (PA/RELO)  
S2-21 Regional Security Office (RSO) **(2 positions)**  
S2-22 The Bureau of the Comptroller and Global Financial Services  
 (CGFS)/Customer Support and Training (CST)  
S2-23 U.S. Department of Homeland Security/Homeland Security Investigations  
 (DHS/HSI) **(2 positions)**  
S2-24 US Patent and Trademark Office (USPTO)  
S2-25 USAID/Asia Regional Training Center (USAID/ARTC) **(2 positions)**  
S2-26 USAID/Director's Office (DIR)  
S2-27 USAID/General Development Office (USAID/GDO) **(2 positions)**  
S2-28 USAID/Program Office/ Development Outreach and Communications  
 (USAID/PRO/DOC)  
S2-29 USAID/Program Office/Gender and Inclusive Development  
 (USAID/PRO/GID)  
S2-30 USAID/Regional Executive Office/Correspondences and Records  
 (USAID/REXO/C&R)  
S2-31 USAID/Regional Executive Office/Human Resources (USAID/REXO/HR)

**Internships will be offered in the following offices/organizations.**

S1-01

**Office/Organization:**

Centers for Disease Control and Prevention (CDC)

**Location:** Nonthaburi

**Job Description:**

- Assist in the preparation for study enrollment for a research study (logistical and admin support) - the venue is at Bamrasnaradura Infectious Diseases Institute near the CDC office in Nonthaburi
- Assist in recruiting participants for a research study at hospitals in Bangkok and/or other provinces (transportation will be provided)
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in public health, science, medicine, or a related field

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S1-02, S2-03

**Office/Organization:**

Consular Section/ Consular Information Unit (CONS/CIU)

**Job Description:**

- Assist in drafting and sending email correspondence
- Assist in drafting social media posts
- Assist in handling phone calls with American citizens
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in Communications, English, or Liberal Arts

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S1-03, S2-04

**Office/Organization:**

Consular Section/Fraud Prevention Unit (CONS/FPU)

**Job Description:**

- Assist and participate in fraud interviews and draft report
- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/ training
- Assist in coordinating staff and other meetings
- Perform other fraud prevention activities as assigned

**Skills Required:**

- Good computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, One Note)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-04, S2-05

**Office/Organization:**

Consular Section/ Immigrant Visa Unit (CONS/IV)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in international relations, English, or Social Media, Law

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S1-05, S2-06

**Office/Organization:**

Consular Section/ Non-Immigrant Visa Unit (CONS/NIV)

**Job Description:**

- Support the Nonimmigrant Visa (NIV) team with visa processing including 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, and vice versa)
- Assist in creating social media announcements and content
- Assist in creating Presentation for Visa outreach
- Assist in translating content for website from English to Thai
- Assist in Nonimmigrant Visa Outreach Events
- Assist in Nonimmigrant Visa in-house events, e.g. Student Visa Day, Consular Open House

**Skills Required:**

- Candidate must demonstrate proficiency in Microsoft Word, Excel, PowerPoint, and Internet skills
- Candidate must be proficient in English and Thai
- Candidate must demonstrate interpersonal, customer service, and intercultural skills
- Good attention to detail and data accuracy
- Knowledge of a third language is also considered an advantage

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S1-06, S2-07

**Office/Organization:**

Department of Homeland Security/Customs and Border Protection  
(DHS/CBP/IAO)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English

- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree majoring in Law, International Trade/Economics, Criminal Science, Business, and International Development/Political Science and other related fields

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S1-07, S2-08

**Office/Organization:**

Economic Section (ECON)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in Economics, Political Science (International Relations), or Law

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S1-08, S2-09

**Office/Organization:**

Financial Management Center (FMC)

**Job Description:**

- Help develop computerized tools/programs for FMC in-house data.
- Working with the FMC team on utilizing and automating the information on hand
- Provide logistical and administrative support as assigned
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently, pursuing an undergraduate degree in IT and information management, plus financial-related subjects, is preferred

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S1-09, S2-10

**Office/Organization:**

Foreign Commercial Service (FCS)

**Job Description:**

- Provide logistical and administrative support
- Assist in the preparation of regularly scheduled reports such as market intelligence and market research reports
- Assist in organizing office special activities/projects

- Assist in coordinating staff and other meetings
- Create and update databases of Thai companies
- Assist with programming at Trade Shows
- Join meetings with businesses
- Work with Client Relationship Databases (CRMs)
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and MS Team application
- Excellent English written and verbal communication skills
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
- Be effective at working on multiple projects at the same time
- Comfortable with asking for help and guidance as needed

**Education:**

- Currently pursuing an undergraduate degree in Business studies

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S1-13, S2-14

**Office/Organization:**

Political Section (POL)

**Job Description:**

- Monitor and summarize domestic political news, including aspects of Thai diplomacy, military, and labor-related issues
- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Well-versed in Thai social media
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work independently and effectively build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
- Able to travel if needed

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S1-14, S2-15

**Office/Organization:**

Protocol Office (PROT)

**Job Description:**

- Support for the July 4<sup>th</sup> Event
- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Have CRM training skills
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-15, S2-17

**Office/Organization:**

Public Affairs/Information Office (PA/IO/Press & Media)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in journalism or other related fields

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S1-16, S2-18

**Office/Organization:**

Public Affairs/Information Office (PA/IO/Social Media)

**Job Description:**

- Storyboard, create, and distribute digital media on Embassy social media platforms
- Plan public diplomacy and social media campaigns related to key United States foreign policy goals

- Assist Social Media Unit as a photographer and videographer
- Help Social Media Unit to grow Instagram followership and impact
- Update Public Affairs Section on new digital media news and trends
- Assist the social media Team in translating content into Thai language appropriate to the Embassy's online audiences

**Skills Required:**

- Journalism knowledge
- Videography and editing skills
- Photography skills
- Graphic design
- English language skills
- Communication and presentation skills
- Technology savvy
- Copywriting skills
- Facility with Microsoft and Apple computer programs

**Education:**

- Currently pursuing an undergraduate degree in journalism, communication arts, graphic design, public relations, marketing, liberal arts, political science, English or English translation, and other related fields

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S1-17, S2-19

**Office/Organization:**

Public Engagement Office, Public Affairs Section (PA/PE)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

- Additional duties include graphic design, public speaking, event and activity support, data visualization

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-20, S2-23

**Office/Organization:**

U.S. Department of Homeland Security/Homeland Security Investigations  
(DHS/HSI)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently, pursuing an undergraduate degree in Law, Social Science, or a related field is preferred

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S1-21, S2-24

**Office/Organization:**

US Patent and Trademark Office (USPTO)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Excellent written and verbal communication skills in Thai and English

**Education:**

- Currently pursuing an undergraduate degree in law and have some familiarity with the legal aspects of intellectual property rights

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S1-22, S2-25

**Office/Organization:**

USAID/Asia Regional Training Center (USAID/ARTC)

**Job Description:**

- Collaborate with the ARTC team to coordinate and communicate logistics arrangements for training and events.
- Create and publicize engaging training announcements, brochures, presentations, displays, and event signage.

- Maintain and update ARTC event participant lists, ensuring all required information is documented, tracked, and followed up on in a timely manner
- Approve Electronic Country Clearances and assist in preparing visa invitation letters for participants
- Respond to on-site and email inquiries and act as the first point of contact for all visitors
- Set and arrange training rooms and signage to meet ARTC's high standards in event presentation, ensuring a professional learning environment for participants from across Asia and other regions
- Provide support for virtual courses by communicating with participants, conducting pre-event checks and monitoring courses, and resolving any issues that arise
- Create an engaging communication/brochure/leaflet as a final project before completing the internship

#### **Skills Required:**

- Proficient computer skills, including Google applications
- Proficient in designing and familiar with application tools like Canva
- Excellent written and verbal communication skills in English
- Ability to work effectively and build relationships with others
- Possess a personal commitment to working with diverse colleagues
- Possess strong interpersonal skills, problem-solving skills, and customer service skills
- Possess an understanding of project management principles and practices
- Ability to organize and manage multiple tasks while prioritizing effectively
- Effective presentation skills and public speaking skills preferred

#### **Education:**

- Currently pursuing an undergraduate degree in Liberal Arts, Communications, or Management

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S1-23, S2-28

**Office/Organization:**

United States Agency for International Development/Program  
Office/Development Outreach and Communications (USAID/PRO/DOC)

**Job Description:**

- Provide support to the DOC team in outreach and communications tasks; for example, communication materials production, events support, and video filming and editing.
- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Graphic design, content development, events management, photography, videography
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-24, S2-29

**Office/Organization:**

United States Agency for International Development/Program Office/Gender and Inclusive Development (USAID/PRO/GID)

**Job Description:**

- Support the GID team in raising awareness of GID integration, promoting tools, conducting desk and inhouse GID analysis, and initial reviewing of GID-related documents
- Provide logistical and administrative support as assigned

- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Interested and basic understanding of social justice, international development, gender equality, and inclusive development. Basic graphic and presentation design skills
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-25

**Office/Organization:**

USAID/RDMA/GDO/Vulnerable Populations (USAID/RDMA/GDO/VP)

**Job Description:**

- Provide support for the Vulnerable Populations team focused on Counter Trafficking in Persons (CTIP) as well as other issues related to governance, peacebuilding, gender, and media as needed
- Prepare presentations, briefers, and reports as appropriate including supporting follow-up items related to USAID's Regional CTIP assessment. This could include dissemination of findings and logistical and administrative support including convening workshops as needed
- Learn about USAID processes, including activity design, monitoring and evaluation, and others

- Meet partners and other stakeholders in Bangkok to support the VP team and GDO management as needed. This includes support for the VP team's activity managers (AOR/CORs) on activity-related tasks as requested
- Liaise with other offices at the request of the VP team
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in social sciences, international relations, political science, law, psychology, or a related field

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S1-26, S2-30

**Office/Organization:**

USAID/Regional Executive Office/Correspondences and Records  
(USAID/REXO/C&R)

**Job Description:**

1. Mail Distribution:

- Receive and distribute all in-house mail and mail from external sources such as the U.S. Embassy, APO, Pouch, and other distribution locations
- Process incoming and outgoing mail, including postal, special courier, diplomatic pouch, and APO shipments
- Maintain accurate records of mail deliveries and pickups, ensuring timely and secure handling

2. Telephone Services:

- Operate switchboard services by answering incoming calls and directing callers to the appropriate staff members

- Take complete and accurate messages and assist employees with local and long-distance calls as necessary

3. Visitor Coordination:

- Greet and welcome visitors to the office, providing a professional and courteous reception experience
- Verify appointments and arrange for escorts when necessary to ensure the security and smooth flow of visitors to the proper offices and conference rooms

4. Other tasks as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-27, S2-31

**Office/Organization:**

USAID/Regional Executive Office/Human Resources (USAID/REXO/HR)

**Job Description:**

1. Recruitment

- Assist in coordinating job announcements for USAID positions.
- Assist in managing the recruitment mailbox to receive, organize, and screen candidates' application forms/packages.
- Schedule written tests and interviews with candidates.
- Provide logistical and administrative support as assigned

2. Student Intern Program

- Act as a focal point for USAID/RDMA intern's activities
- Facilitate logistical arrangements to support internship programs
- Ensure all USAID/RDMA interns are made aware of the latest program requirements
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S1-28

**Office/Organization:**

Economic Section (ECON)

**Location:** Chiang Mai

**Job Description:**

- Monitor political and economic 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 interest to the U.S. Government (USG)
- Gather data for economic, commercial, and environmental reporting.
- Manage and update economic and commercial databases
- Support the economic and commercial content on the Consulate's 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

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others

- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in Political Science, International Relations, Economics, Business Administration, Public Administration, Sociology, Law, or Humanities/History

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S1-29

**Office/Organization:**

Political Section (POL)

**Location:** Chiang Mai

**Job Description:**

- Monitor political and economic 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 interest to the U.S. Government (USG)
- Gather data for political, human rights, migration, and transnational crime reporting
- 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

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in Political Science, International Relations, Economics, Business Administration, Public Administration, Sociology, Law, or Humanities/History

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S1-30

**Office/Organization:**

Public Diplomacy (PD)

**Location:** Chiang Mai

**Job Description**

- Provide support for cultural and educational programs
- Assist with online communication (Facebook, Instagram and Twitter)
- Create video and photo campaigns for the Consulate
- Take and edit photos and video footage for major U.S. Consulate events
- Design and produce banners/posters, including other promotional materials
- Assist in arranging media events
- Monitor news and conduct background research using all major news media outlets in northern Thailand
- Provide translation for documents, social media posts, meetings, and events
- Survey opportunities for the Consulate to engage in local community/public events
- General Tasks: Assist with daily administrative requirements, translation service, and logistics

**Skills Required:**

- Interest in communications, media, and cultural affairs
- Multitasking, enthusiastic, and creative
- Good computer and social media skills. Graphic design and video editing skills would be essential
- Excellent communication skills
- Time management skills; able to work independently.
- Excellent English skills. English-Thai translation ability is a must

**Education:**

- Currently pursuing an undergraduate degree in Arts, Humanities, Liberal Arts, Mass Communications, Graphics, Audio/Visual Art, or Design

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S2-01

**Office/Organization:**

Centers for Disease Control and Prevention/ Division of Global Migration Health (CDC/DGMH)

**Location:** Nonthaburi

**Job Description:**

- Provide support to CDC/DGMQ public health activities, including the review and organizing of health information in accordance with offices' guidelines
- Assist with inputting, arrange, tracking, and updating computerized health databases
- The intern will have the opportunity to interact with variety of national and international public health professionals
- Provide logistical and administrative support as assigned
- Perform other duties as assigned

**Skills Required:**

- Interest in international public health and the control and prevention of infectious diseases in migrating populations
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Must be proficient in English and Thai
- Must possess strong interpersonal, oral, and written communication skills

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S2-02

**Office/Organization:**

Consular Section/American Citizen Services (CONS/ACS)

**Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

**Education:**

- Currently pursuing an undergraduate degree in Law, Liberal Arts, and Political Sciences

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S2-16

**Office/Organization:**

Public Affairs Section (PAS)

**Position:** Research and Communication Intern

**Job Description:**

- Assist the Public Affairs Specialist in conducting qualitative research (coordinate with respondents, arrange meetings, transcribing audio, note-taking, etc.) and opinion surveys
- Review the research data, analyze data, write summaries, as well as develop presentations/ charts to visualize research results
- Monitor and conduct a literature review on published opinion polls, consumer trends, and global surveys

- Perform other duties as assigned to support the strategic public engagement

### **Skills Required**

- Knowledge and/or experience in research and/or social science (consumer/market research, research methodologies, data collection, analysis, tools)
- Excellent written and verbal communication skills in English
- Interpersonal, communication, and presentation skills
- Excellent computer skills, including Microsoft Office Suite (Word, Excel, and Outlook) Skills on survey tools is preferable (Survey Monkey, etc.)
- Passion for understanding people and seeing things in new ways
- Highly motivated; able to work independently under limited supervision

### **Education:**

- Currently pursuing an undergraduate degree majoring in marketing, business, communication, economics, and other related fields; Research coursework is preferred

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S2-22

### **Office/Organization:**

The Bureau of the Comptroller and Global Financial Services (CGFS)/Customer Support and Training (CST)

### **Job Description:**

- Serve as the first point of contact for the CGFS Customer Support Desk, working directly with customers to address and resolve issues or escalate them to a Tier I or Tier II Customer Support Analyst within an appropriate time frame.
- Provide system updates and manage user maintenance tasks for the Global eTravel application (E2 Solutions), supporting over 200 embassies and consulates worldwide to ensure seamless post-travel operations. Key responsibilities include unlocking or resetting passwords, adding and removing users, updating existing user profiles, transferring users between Minor Customers, and making approval pool updates

**Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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S2-26

**Office/Organization:**

USAID/Director's Office (DIR)

**Standard Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Standard Skills Required:**

- Excellent written and verbal communication skills in English
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
- Proficient computer skills, including Google Suite (Google Docs., Google Sheets, Google Slides, etc.)
- Ability to design and develop professional infographics, presentation decks, and related materials to accompany meetings and conferences

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S2-27

**Office/Organization:**

## USAID/General Development Office (USAID/GDO)

### **Job Description:**

The two GDO interns will be joining the GDO/Economic Growth team to:

- Assist, E.G., team to manage (a) ethnic Tibetans and (b) Regional Inclusive Digital Ecosystem (RIDE) projects
- Conduct research on several aspects related to the two projects or other inclusive growth topics
- Assist in organizing special activities/projects
- Perform other duties as assigned

### **Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

### **Education:**

- Currently pursuing an undergraduate degree in Social Sciences, Information Technology, Computer Science, Economics, Business Administration, or other related fields

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### **The Standard Job Description will be applied to the following positions:**

S1-18, S2-20 Public Affairs/Regional English Language Office (PA/RELO)

S1-11, S2-12 Human Resources Office/Diplomatic Accreditation & Privileges  
(HRO/DAP)

S1-12, S2-13 Human Resources Office/HR Services Center (HRO/HRSC)

S1-19, S2-21 Regional Security Office (RSO)

S1-10, S2-11 General Services Office (GSO)

### **Standard Job Description:**

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports

- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

**Standard Skills Required:**

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

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