



Internship in the Office of Science, Technology and Higher Education

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Office of Science, Technology and Higher Education (OSTHE) for 6 months, from either: **January 1 – June 30** or **July 1 – December 31 every year**. The remuneration for this position is **USD 1,500 per month**.

The mission of OSTHE is to strengthen cooperation in science, technology and higher education between Switzerland and the United States. The Intern will be involved with policy analysis and science diplomacy as a whole, for which reason this position is ideal for students of law, the humanities, social sciences as well as those who studied in the sciences. The OSTHE also provides background information and analysis to support fact-based policy decisions in Switzerland and showcases Switzerland as a hub for excellent higher education and research, and promotes the exchange of ideas with scientists and science policymakers. More information about OSTHE is available at: www.swissemb.org/scitech

The successful candidate will primarily participate in, organize and implement various aspects of the “ThinkSwiss” program (<http://thinkswiss.tumblr.com/>). ThinkSwiss positions Switzerland as a global knowledge-based country full of talent, high tech opportunities and creativity. Among other things, the candidate will be responsible for managing the ThinkSwiss Research Scholarship Program and for moderating the ThinkSwiss Research Blog. As a member of the OSTHE team, the candidate will also participate in various activities of the office, and contribute to analytical reporting.

Candidate should possess:

- an interest in science diplomacy and policy, science, technology, innovation and higher education;
- an interest in international cooperation in the above-mentioned fields;
- a desire to work in a small dynamic team, manage events, research and draft reports;
- communication skills for reaching out to students interested in higher education;
- organizational skills for planning and attending functions and events.

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with legal residence in Switzerland;
- possess excellent written and spoken communication skills in English;
- speak and write fluently one of the official languages of Switzerland;
- have completed a bachelor’s or master’s degree;
- not have graduated more than one year before beginning internship (Example: Graduation in September 2013, internship can begin no later than August 2014);
- not have completed more than 12 months of cumulative internship experience since first graduating from university – including the 6 months of this internship in Washington;
- not have gained employment experience in either Major or Minor subject fields (exception to this are internships in the Bundesverwaltung, as well as internships in the legal and paralegal fields, as long as they do not exceed the 12-month maximum of internship experience - including the 6 months of this internship in Washington).

All applicants must submit the following documents in electronic format:

- Curriculum vitae (in English);
- copy of university degree or transcripts, as well as all internship documentation;
- two letters of recommendation;

- Motivation Letter addressing the candidate profile explained above (in English).

Application Deadlines:

For the period from January 1 - June 30: September 15, 2014

For the period from July 1 - December 31: March 15, 2015

Applicants who have been selected will be contacted no later than 4 weeks after the application deadline. Send application package to: **was.praktikant@eda.admin.ch**