



UNIVERSITAS GADJAH MADA

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http://ugm.ac.id, E-mail: setr@ugm.ac.id

PASCA

Nomor: 5148/PV/Dir-KA/2018
Perihal: Permohonan Diseminasi Info Kesempatan Magang
di *U.S. BI-Mission to Indonesia & ASEAN*

17 Desember 2018

Yth.
(daftar terlampir)
Universitas Gadjah Mada

Dengan hormat,

Kedutaan Besar Amerika Serikat untuk Indonesia membuka kesempatan bagi mahasiswa Universitas Gadjah Mada untuk melakukan kegiatan magang. Mahasiswa akan mempelajari dan memperoleh pengalaman terkait *U.S. Missions to Indonesia and ASEAN*. Program magang yang dimulai pada bulan Juni 2019 selama 3 bulan ini dibuka untuk mahasiswa tingkat S1 di tahun ketiga maupun mahasiswa S2 di tahun pertama. Periode pendaftaran dibuka pada 28 Januari – 15 Februari 2019 melalui Jobsdb.com. Untuk mengetahui lebih lanjut terkait program yang ditawarkan, calon peserta dapat mengikuti sesi presentasi yang dilakukan oleh *Human Resource Office of the U.S. Mission Indonesia and ASEAN* pada 17 Januari 2019. Sesi tersebut dapat diakses secara daring dengan tautan akan diberikan di website @America.

Sehubungan dengan hal tersebut, kami mohon bantuan Bapak/Ibu untuk menginformasikan dan melakukan publikasi melalui berbagai media kepada mahasiswa yang berminat di lingkungan fakultas Bapak/Ibu. Informasi lebih lanjut terlampir dalam keperluan terkait promosi kegiatan. Untuk informasi lebih lanjut dapat menghubungi Kasubdit Kerja Sama Internasional, I Made Andi Arsana, Ph.D. melalui telepon 6491927 atau e-mail: head-oia@ugm.ac.id. Demikian permohonan ini kami sampaikan, atas perhatian dan kerja sama Bapak/Ibu, kami sampaikan terima kasih.

Direktur Kemitraan, Alumni dan Urusan Internasional



Dr. Danang Sri Hadmoko, S.Si., M.Sc.

HM / 2756 / 27-12 / 2018

Lampiran Surat Nomor 5148/PV/Dir-KA/2018:

1. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Biologi
2. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Ekonomika dan Bisnis
3. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Farmasi
4. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Filsafat
5. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Geografi
6. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Hukum
7. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Ilmu Budaya
8. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Ilmu Sosial dan Ilmu Politik
9. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Kedokteran
10. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Kedokteran Gigi
11. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Kedokteran Hewan
12. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Kehutanan
13. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Matematika dan Ilmu Pengetahuan Alam
14. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Pertanian
15. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Peternakan
16. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Psikologi
17. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Teknik
18. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Fakultas Teknologi Pertanian
19. Wakil Dekan Bidang Akademik dan Kemahasiswaan, Sekolah Vokasi
20. Wakil Dekan Bidang Akademik, Kemahasiswaan dan Kerjasama, Sekolah Pascasarjana



2019 Internship Program U.S. Bi-Mission Indonesia and ASEAN



- January 17, 2019

Human Resources Office of the U.S. Mission Indonesia and ASEAN will hold a presentation at the @America, Pacific Place Mall, Jakarta.

Sections' heads will give their short presentation on what an internship will do in each of their sections.

Look for future notice on the @America website for January 2019.

- January 28 to February 15, 2019

Online advertisement and application will begin on Jobsdb.com where you need to submit required internship form and other supporting documents. HR U.S. Embassy Jakarta will not process your application if you don't send complete application package.

- June 24, 2019

Scheduled to begin the 2019 Internship program. Please ensure you have your university permit and arrange your school schedule wise.

3-month program: begin on June 24, 2019 end on August 30, 2019

6-month program: begin on June 24, 2019 end on December 24, 2019

12-month program: begin on June 24, 2019 end on May 24, 2020

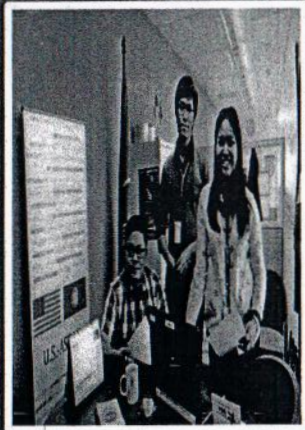
How to apply and learn more details, you may visit the Embassy website:

<https://id.usembassy.gov/embassy-consulates/jobs/internships>

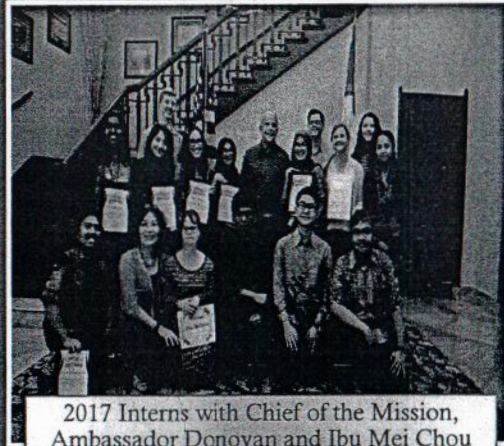
Have a great internship program with the U.S. Bi-Mission Indonesia and ASEAN!!



Experience the U.S. diplomatic working environment as an intern with the U.S. Embassy Bi-Mission Jakarta



2016 Interns



2017 Interns with Chief of the Mission, Ambassador Donovan and Ibu Mei Chou hosted many of the participants for a reception on August 11 at the CMR to recognize their participation

2018 Interns

25 students from 17 different universities joined the 2018 internship program within the U.S. Mission Jakarta and U.S. Consulate General Surabaya and took part in the opening ceremony with the Ambassador Donovan



What it is...

- A unique opportunity for selected Indonesian students attending Indonesian Universities to experience & learn about the U.S. Missions to Indonesia and ASEAN
- Opportunities are open for all degree programs
- Students must be in 3rd year of Bachelors program or 1st year of Masters program
- No compensation or benefits are provided

Types of Internship Programs based on university schedule and acknowledge:

- 3-month Internship
- 6- month Internship
- 12-month Internship

Minimum Eligibility Criteria:

- Indonesian citizen
- Minimum 18 years old
- Current university student with minimum GPA 2.75 (minimum on the 5th semester) proven by transcript
- English literate
- Personal medical insurance

Students must apply through Jobsdb.com by submitting internship application package.

Learn more about internship at the U.S. Embassy Jakarta on: <https://id.usembassy.gov/embassy-consulates/jobs/internships/>

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FOREIGN NATIONAL STUDENT INTERNSHIP PROGRAM (FNSIP)

SECTIONS' OVERVIEW:

Information Resources Management/Information Management Office (IRM)/ IMO Jakarta

About IRM/IMO: responsible for the full range of information management operation of Missions Indonesia and ASEAN

What Interns do in IRM/IMO: the interns will assist day-to-day business in IT management and system administration tasks.

General Service Office (GSO) Jakarta

About GSO: directs all U.S. Embassy logistic and support functions e.g. procurement, housing and leasing, motor pool, shipping and customs, travel, property management and VIP visitor support.

What Interns do in GSO: Intern will assist and support the daily operation

Foreign Commercial Service (FCS) Jakarta

FCS is responsible to shall place primary emphasis on the promotion of exports of goods and services from the United States, particularly by small business and medium-sized business and on the protection of U.S. business interest abroad.

What Interns do in FCS: assist the daily business like finding local distributor, single company promotion, administrative tasks.

Public Affairs Section (PAS) Jakarta

About PAS: further develop partnerships connecting Indonesians and Americans as well as institutional links. Activities include educational advising about studying in the United States, educational and professional exchange opportunities, visiting U.S. experts, cultural events such as film festivals, dance and music performances, English language programs, and almost daily events at our American Cultural Center, @America, and at our information resource center, MyAmerica.

Pol/Econ Surabaya

About POL/Econ Surabaya: Political section that focuses on U.S. Bi-Mission bilateral relations, Indonesian domestic politics, and social development.

What Interns do in POL/Econ Surabaya: interns will review daily media reports and flag key stories, translate articles, domestic politic research and social developments, attend and report local events.

Public Affairs Section (PAS) Surabaya

The Public Affairs Section in Surabaya oversees all Public Affairs and Public Diplomacy outreach in a district spanning 12 provinces, promoting all relevant Mission Indonesia programs in this area, whether through cultural programs, social media or outreach with the press.

What Interns do in Surabaya: Would work on photo and video projects highlighting the work of the Consulate in the Surabaya Consular District. During this time videos will be produced for American and Indonesian Independence Day. Would do graphic design work for Consulate events, including events hosted by the Consul General. Would help develop programming related to MyAmerica Surabaya's rebranding as a high-tech 'makerspace', including events utilizing 3D printers, cameras and design equipment. Would develop and lead one youth-focused project (in conjunction with the 2nd intern) at the Consulate. Needs strong English language skills and knowledge of social media platforms like Facebook, Twitter and Instagram, as well as the Adobe suite of software. Existing skill in photography and videography is a must. Press Intern: Strong candidates would be studying journalism or communications. Would work on compiling daily press clips, highlighting relevant issues to Mission Indonesia, and translating Indonesian clips into English. Will work closely with Information Assistant to develop story pitches for local journalists, and other PAS staff to identify stories to highlight on social media. Will draft remarks and press releases, as well as translate information from English to Bahasa for the Consul General and other officers to deliver at public events.

USAID/Jakarta

About USAID Jakarta: the lead U.S. government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential.

What Interns do in USAID Jakarta: help to promote U.S. development programs in Indonesia through radio, TV, newspaper, social media, events, public relations campaigns, research and develop public information.

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- 12-month Internship: based on university

MINIMUM CRITERIA

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The student intern program with the following agencies:

The United States Department of States

- Information Resources Management/Information Systems Center (IRM/ISC) Jakarta
 - Foreign Commercial Service (FCS) Jakarta
 - General Service Office (GSO) Jakarta
 - Overseas Building Operations (OBO) Jakarta
 - Public Affairs Section (PAS) Jakarta
 - Political Section (POL) Jakarta
 - Customer Service Center (CSC) Jakarta
 - USAID Jakarta
 - Politic/Economic Section (POL/Econ) Surabaya
 - Public Affairs Section (PAS) Surabaya
 - Management Office (MO) Surabaya
- ♦ Anticipate for the Internship Program opportunity opening with the U.S. Embassy Consulate General in Medan

THE U.S. BI-MISSION TO INDONESIA & ASEAN

HUMAN RESOURCES OFFICE (HRO)

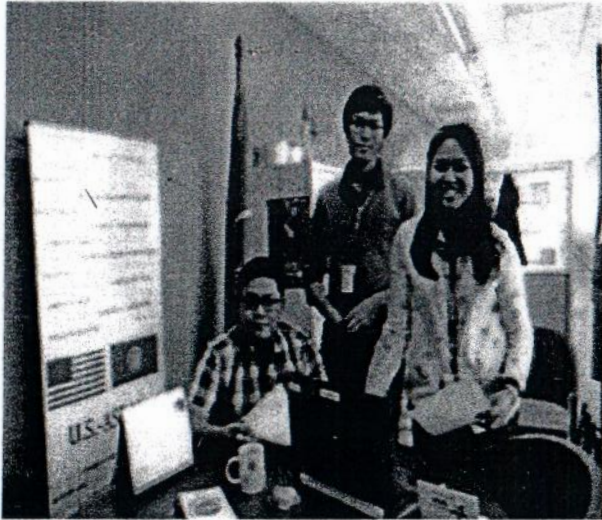


Experience

the U.S. Diplomatic Working Environment as Intern with the U.S. Mission to Indonesia & ASEAN

THE U.S. BI-MISSION TO
INDONESIA & ASEAN
JALAN MEDAN MERDEKA
SELATAN NO. 3-5 JAKARTA
INDONESIA
PHONE: 62-21-3435900
FAX: 62-21-3862259

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