



Embassy of Switzerland, Washington, D.C.

Internships in the Office of Science, Technology and Higher Education

The Office of Science, Technology and Higher Education (OSTHE) at the Embassy of Switzerland in Washington DC is accepting applications for internships for the following periods:

January 1 through June 30

or

July 1 through December 31

Compensation: approximately 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 and Canada. It provides background information and analysis to support fact-based policy decisions in Switzerland. OSTHE showcases Switzerland as a hub for excellent higher education and research, as well as 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 (www.thinkswiss.org). ThinkSwiss showcases 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.

Candidate should possess:

- a general interest in science diplomacy and policy, science, technology 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 foreigner with 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, preferably in political science, international relations, science and technology studies or natural sciences;
- not have graduated more than one year before beginning internship, nor have any work experience in the area of internship.

All applicants must submit to the email address below the following documents in electronic format:

- Curriculum vitae;
- copy of university degree or transcripts;
- two letters of recommendation;
- motivational letter addressing the candidate profile explained above.

Application Deadlines:

January 1 through June 30: September 15
July 1 through December 31: February 15

These are continuous positions, and applications are accepted on an ongoing basis. Please indicate in your motivation letter which period you prefer. Only those applicants who have been chosen will be contacted. No phone calls please. Send application package to:

was.praktikant@eda.admin.ch