



Education, Research and Innovation Internship in the Science Office

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Science Office from **September 1, 2024 – February 28, 2025 and March 1, 2025 – August 31, 2025**. The remuneration for this position is USD 3,200 per month (gross salary).

The mission of the Science Office is to strengthen cooperation in education, research, innovation and space between Switzerland and the United States. The Intern will be involved with policy analysis and reporting as well as science diplomacy as a whole, for which reason this position is ideal for students of the humanities, social sciences, law, as well as those who studied in the sciences. The Science Office also organizes regular events to showcase Switzerland's excellence in education (including the apprenticeship system), research and innovation. As a member of the Science Office team, the successful candidate will participate in above-mentioned activities of the office. The candidate will also organize and implement various aspects of the "ThinkSwiss" program (<http://thinkswiss.org>). More information is available [HERE](#).

Candidate should possess:

- a specific interest in science diplomacy and in education, science, technology and innovation policies;
- a general interest in international and American politics with strong knowledge of current affairs;
- an ability to work independently in a small dynamic team;
- excellent communication skills for reaching out to students interested in Switzerland, communicating with Embassy partners and composing draft reports;
- organizational skills for planning and attending functions and events.

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- possess excellent written and spoken communication skills in English;
- speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences – including the 6 months of this internship in Washington.

All applicants must submit the following documents in one single PDF document – not to exceed 5 MB:

- curriculum vitae (in English)
- motivation letter (in English)
- diploma and / or transcript from current university
- any certificates of internship or employment

The Embassy of Switzerland offers internships in various departments, **but please apply to one announcement only**. In order to process your application in a timely manner, please write in the email subject line your "*LAST NAME, First Name, Internship in the Science Office*". Please understand that due to the number of applicants **you will not be contacted by the Embassy** unless you have been selected for an interview. Any interviews will be conducted no later than 3 weeks after the submission deadlines stated above.

Send application package to: washington.praktikant@eda.admin.ch

Application Deadlines:

For the period from September 1, 2024 – February 28, 2025:

April 30, 2024

For the period from March 1, 2025 – August 31, 2025:

October 31, 2024