



United States Mission to the United Nations
- Intern Opportunities -

This is a list of sections within the United States Mission to the United Nations that have Intern opportunities. Please read the brief description of what an intern can expect to do within each section. When you complete your application on-line please indicate in your statement of interest which section you would like to intern with. It is okay to have more than one choice, however, list them in order of preference.

Political Affairs Section

The intern's primary responsibility will be to assist the Political Section on issues arising in the Security Council and the General Assembly. The intern may also be asked to assist other officers in the Political Section, according to the priority needs of the section. His/her major responsibilities are:

- To assist section officers to support all the Ambassadors
- To prepare briefing memorandums for senior USG officers on issues arising in the Security Council
- To write reporting cables on Security Council deliberations and other meetings
- To assist officers and section secretaries in regulating the flow of paper in the section
- To assist in preparing for consultations with other missions and the Secretariat

Economic and Social Affairs Section

The ECOSOC section covers the full range of ECOSOC subjects including human rights, refugee affairs and relief assistance in troubled countries, and all development and economic and financial issues and institutions. Other subjects include environmental issues, women's issues, crime and counter-narcotics, development, science and technology, non-governmental organizations, population, and sustainable development issues.

Interns have the opportunity to work alongside ECOSOC officers, attending meetings on the above subjects at the United Nations. They are asked to collect information, write reporting cables, and work with members of the diplomatic community. Interns can see first hand how U.S. policy is carried out at the United Nations.

U.S. Military Staff Committee

Intern scope of experience: During an Internship with the U.S. Military Staff Committee, an intern will assist with a broad spectrum of political military issues related to the United Nations Peace Operations. These issues include intelligence, operations, logistics, finance and administration for United Nations Peace Operations. An intern will be exposed to MSC coordination with all USUN sections, particularly the Political and Resources Management Sections. Additionally, through daily contacts with all U.S. Government agencies involved in United Nations peacekeeping, an intern will be exposed to the interagency policy coordination process, with particular focus on Department of Defense and Joint Staff integrated policy making.

Management and Reform Section

The Management and Reform Section deals primarily with the United Nations General Assembly's Fifth Committee (Administrative and Budgetary), which is responsible for approving budgets and providing oversight of United Nations administration. The issues are of high priority for the United States.

The following duties, activities, and responsibilities are typical of those performed by interns in the United Nations Management and Reform Section of the U. S. Mission to the United Nations. The list is not exclusive, and the projects assigned to the interns may vary considerably depending on the time of year and U.S. priorities during the internship period. In performing these functions, the intern is, of course, expected to learn quickly the jargon, procedures, and structures of the United Nations, State Department, and the U. S. Mission.

- Assist permanent staff members in the United Nations Management and Reform Section in their duties as delegates to the Fifth Committee of the General Assembly.
- Research key topics dealing with United Nations management and reform using United Nations and State Department information systems.
- Draft reports and cables addressed to the State Department based on research and containing suggested courses of action.
- Accompany Section staff to meetings with United Nations officials and representatives from other missions, taking notes and documenting the results in reports and cables.
- Develop and maintain databases of information for use in managing United Nations election campaigns that are of critical importance to the U. S.
- Attend daily staff meetings and be prepared to discuss issues being followed.
- Assist in making arrangements for visits of high-level officials from the Congress and the State Department.

Legal Section

As an intern for the USUN Legal Section, a student is exposed to the wide variety of legal issues confronting the Mission. Foremost, the intern will become familiar with the application of the United Nations Charter and other relevant United Nations documents which form the legal basis for the United Nations System. An intern will also be exposed to legal aspects of issues relating to the USUN's responsibility as host country, which may present interesting jurisdictional questions of international and domestic law.

The intern will be called upon to research, analyze and report on a variety of decisions made by different organs of the United Nations. He or she will also attend meetings of these organs, particularly the General Assembly, and their sub-committees, which may discuss or involve legal issues. In pursuit of these requirements, a legal intern will work in conjunction with staff members from the Political, Resources Management, Reference, Host Country and Economic and Social Sections of the Mission.

Protocol Section

Protocol supports the Permanent Representative and USUN Ambassadors by planning, managing and executing events at the Mission, the residence of the Permanent Representative at the Waldorf Astoria Towers, the United Nations Delegates Dining Rooms and at other local venues. Events vary widely in scope, size and audience, but focus mainly on the diplomatic community. The section maintains a database of some 13,000 names and uses it to create and send invitations, track responses and produce reports. Protocol manages seating, receiving line, introductions, timing and logistics and is sensitive to dietary, religious and cultural restrictions. During the General Assembly, Protocol coordinates with the White House and State Department logistics and protocol teams to provide support for the President and

Secretary of State. The section also manages incoming invitations, advises on attendance and does follow up. Interns work with Protocol officers and participate in all activities.

Executive Office

Working directly with U.S. ambassadors under the supervision of the Executive Assistant and the Special Assistant. Intern will have firsthand exposure to high-level diplomacy during the UN General Assembly summit and meetings of the UN Security Council, and will work closely with the Political and ECOSOC sections of the Mission. Specific duties are likely to include administrative support, note-taking, memo drafting and delivery of correspondence.

Host Country Affairs Section

The United States Mission's Host Country Affairs Section oversees the mutual obligations of, and serves as an important liaison between, the world's largest and most prestigious diplomatic community on the one hand, and federal and local government agencies, businesses, and private citizens on the other.

The Host Country Affairs Section performs a variety of services for the United Nations diplomatic community and those involved in the everyday life of the United Nations. Some functions of the Section include:

- Serving as the United States representative on the United Nations Committee on Relations with the Host Country.
- Registering and accrediting members of diplomatic missions and United Nations Secretariat officials.
- Acting as the liaison between the United Nations diplomatic community and federal and local law enforcement agencies so as to ensure the physical safety and security of the diplomatic community.
- Providing official visa services to members of the United Nations diplomatic community.
- Helping to resolve legal or paralegal problems arising between private citizens, or businesses, and members of the United Nations diplomatic community.
- Ensuring that the members of the diplomatic community respect our laws, and taking appropriate action if and when laws or regulations are contravened.
- Assisting the diplomatic community with the arrival of foreign heads of state or other high-ranking visitors coming to the United Nations on official business.

Press and Public Diplomacy Section

- Assist with preparing U.S. Mission press events
- Attend and Report on daily DPI press conferences
- Prepare briefing materials for U.S. Rep to the United Nations/through section chief
- Provide section Chief with press guidance and news updates ("wires") throughout the day
- Assist with copying and distribution of press releases
- Monitor newspapers, television, and wire services for the Press Office and the Mission
- File and distribute important transcripts
- Draft letters and memoranda for Congressional requests
- In addition, the Press Office intern can expect to be involved in a large number of special projects and tasking. Recent interns have helped research reform options at the United Nations Department of Public Information, drafted press releases and opinion pieces, assisted with the visits of the president and Secretary of State and helped organize press conferences.

Regional Security Office

The Bureau of Diplomatic Security (DS) is the Department of State's law enforcement organ responsible for the safety and security of the American foreign affairs community. The Regional Security Officer at the USUN is the DS representative who manages a variety of security programs. These include, but are not limited to: physical procedural security programs, criminal and personal security investigations, security briefings, to include defensive counter-intelligence methods and procedures, and liaison with appropriate law enforcement agencies instrumental in the security of the Mission. An intern could expect to assist in providing research in areas such as threat briefings, physical security, and procedural security surveys, as well as reviewing existing policies and regulations to ensure viability. This internship would be ideally suited for a candidate interested in law enforcement or security management as a profession.

Management Affairs Section

An internship within the administrative office exposes the candidate to the infrastructure necessary to maintain the operations of a U.S. Embassy or Mission. This section's responsibility includes all issues related to budget, human resources, information management, and general services support. Chief among these tasks is the application of technological, fiscal and manpower resources to various mission offices charged with leading the effort to achieve several USG policy objectives. The candidate has the opportunity to apply management techniques, technical aptitude, analytical expertise, and interpersonal skills

Research Unit

The Research Unit serves as the Mission's UN-focused research library and archives and covers the full spectrum of U.S.-UN relations. Interns assigned to the Unit are uniquely placed to work on a wide range of topics to suit their personal interests. Interns are immersed in a broad variety of issues dealt with by the UN and will acquire in-depth knowledge and a deeper understanding of the complex questions handled by the State Department. Interns work on various in-depth research projects that can be tailored to their course of study, as well as shorter information requests that directly support U.S. multilateral policy objectives. Interns also assist in the preparation and maintenance of research databases and in-house information tools.

During the internship, interns have access to an array of information resources, including the Mission archives and library, numerous specialized databases, and the UN Library. Interns have the opportunity to attend an extensive range of UN meetings, as well as training courses on specialized information resources. Interns will come away with a deeper understanding of how the UN works and how the U.S. Mission maintains its institutional memory, as well as authoritative research tools, resources and techniques which are essential to the execution of U.S. foreign policy. Students of history, regional studies, information science, knowledge management, and international relations – or those with an intellectual curiosity and keen attention to detail – would be well suited to the Research Unit environment.

Current and historical issues researched by Unit have included:

- Precedent & procedural matters
- Peacekeeping & peace-building
- Sanctions policy
- Economic development
- UN reform, finances & administration

- Human rights, humanitarian affairs & refugees
- International law

General Services Office

The General Services Office is part of the Management Affairs Section and provides resource support services for the approximately 100 employees who work in the Mission including, motor pool, procurement, property and space management, building maintenance and cleaning, housing and conference management. The intern will assist the 9 member GSO team with responsibility for:

- Prepare and acquire United Nations credentials and garage and access passes at the United Nations for Mission staff and visiting delegates.
- Assist visiting delegates in locating temporary hotel accommodations.
- Assist the Procurement Specialist in the procurement function, including product pricing and research and completing procurement files.
- Assist the Housing Specialist in locating apartments for new Foreign Service Officers that are assigned to the Mission and Help these new employees arrange for their move-in and delivery of their household effects from the State Department warehouse.
- Assist our Inventory Control Specialist in accounting for Mission property and completing inventory reports.
- Set up and organize the meetings, receptions and various other events we host at the Mission, and occasionally at the United Nations.
- Support VIP visitors with hotel rooms, transportation and work and meeting space.
- Maintain and coordinate our Mission stock room and supplies.