



U.S. Mission to Thailand 2026 Foreign National Student Intern Program (FNSIP)

Open Positions

Nonthaburi (Total 1 position)

[S1-01](#) Centers for Disease Control and Prevention (CDC)/ Influenza Program (CDC/FLU)

Bangkok (Total 34 positions)

[S1-02](#) Community Liaison Office (CLO)

[S1-03](#) Consular Section/ Fraud Prevention Unit (CONS/FPU)

[S1-04](#) Consular Section/ Immigrant Visa Unit (CONS/IV)

[S1-05](#) Consular Section/ Non-Immigrant Visa Unit (CONS/NIV)

[S1-06](#) Customer Service Center (CSC)

[S1-07](#) Economic Section (ECON) **(2 positions)**

[S1-08](#) Financial Management Center (FMC) **(2 positions)**

[S1-09](#) General Services Office (GSO/Customs and Shipping) **(2 positions)**

[S1-10](#) General Services Office (GSO/Housing) **(3 positions)**

[S1-11](#) Human Resources Office/Compensation and Benefit (HRO/C&B)

[S1-12](#) Human Resources Office/Diplomatic Accreditation & Privileges (HRO/DAP)

[S1-13](#) Human Resources Office/HR Services Center (HRO/HRSC)

[S1-14](#) Political Section (POL)

[S1-15](#) Protocol Office (PROT) **(5 positions)**

[S1-16](#) Public Affairs/Information Office (PA/IO/Social Media) **(2 positions)**

[S1-17](#) Public Affairs/Information Office (PA/Press & Media Office)

[S1-18](#) Public Affairs/Public Engagement Office (PA/PE) **(2 positions)**

[S1-19](#) Public Affairs/Regional English Language Office (PA/RELO)

[S1-20](#) Regional Security Office (RSO) **(2 positions)**

[S1-21](#) The United States Patent and Trademark Office (USPTO)

[S1-22](#) U.S. Department of Homeland Security/Homeland Security Investigations (DHS/HSI) **(2 positions)**

Chiang Mai (Total 8 positions)

[S1-23](#) Community Liaison Office (CLO) **(2 positions)**

[S1-24](#) Consular Section/ Special Consular Services Unit (CONS/SCS)

- [S1-25](#) Consular Section/Consular Services Unit (CONS/CSU)
- [S1-26](#) Political/Economic Section (POL/ECON) (2 positions)
- [S1-27](#) Public Diplomacy Office (PD)
- [S1-28](#) Regional Security Office (RSO)

Position Descriptions

S1-01

Office/Organization:

Centers for Disease Control and Prevention (CDC)

Location: Nonthaburi

Job Description:

- Provide support to CDC/DGMQ public health activities including the review and organizing of health information in accordance with offices' guidelines
- Assist with input, arrange, tracking, and updating computerized health databases
- Interns will have opportunity to interact with variety of national and international public health professionals

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
- Interest in international public health and the control and prevention of infectious diseases in migrating populations

S1-03

Office/Organization:

Consular Section/Fraud Prevention Unit (CONS/FPU)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports

- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite especially excel and Power BI
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

S1-04

Office/Organization:

Consular Section/ Immigrant Visa Unit (CONS/IV)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently pursuing an undergraduate degree in English, International Relations, Arts and Communication, International Law

S1-05

Office/Organization:

Consular Section/ Non-Immigrant Visa Unit (CONS/NIV)

Job Description:

- Support the Non-Immigrant Visa (NIV) team with visa processing, to include but not limited to, affixing visa foils onto the passports and packaging visas to be returned to the applicants
- Assist officers with interview interpretation (Thai to English, vice versa)
- Assist in creating social media announcements and content
- Assist in creating PowerPoint Presentation for Visa outreach
- Assist in translating content for website from English to Thai
- Special Responsibilities (Optional):
 - Assist in Non-Immigrant Visa Outreach Events
 - Assist in Non-Immigrant Visa in-house events e.g. Student Visa Day, Consular Open House.

Skills Required:

- Candidate must demonstrate proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai
- Candidate must demonstrate interpersonal, customer service and intercultural skills
- Good attention to details and data accuracy
- Knowledge of third language is also considered as an advantage

S1-06

Office/Organization:

Customer Service Center (CSC)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently pursuing an undergraduate degree majoring in Business Administration, Business Law

S1-07

Office/Organization:

Economic Section (ECON)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filling system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English

- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently pursuing an undergraduate degree in Economics (international program), Political Science (IR), Law (business law)

S1-08

Office/Organization:

Financial Management Center (FMC)

Job Description:

- Help develop computerized tools/programs for FMC in-house data.
- Working with the FMC team on utilizing and automating the information on hand
- Provide logistical and administrative support as assigned
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently pursuing an undergraduate degree in Financial-related subjects is preferred

S1-09

Office/Organization:

General Services Office (GSO/Customs and Shipping)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
- Interested in Logistics

S1-14

Office/Organization:

Political Section (POL)

Job Description:

- Monitor traditional and social media news outlets for developments on Thai political situation, security issues, foreign relations, social problems, and human rights issues; report, translate, or summarize those into English as assigned
- Conduct research and prepare summaries on key political issues
- Prepare or update briefing materials for meetings as well as visitors and perform as an interpreter in meetings as assigned
- Attend public forum/seminars and summarize core ideas
- Provide logistical and administrative support as assigned

Skills Required:

- Well versed with Thai social media

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work independently and effectively build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently pursuing an undergraduate degree in political science, Political Science, Social Science, Law, Liberal Arts, Arts, History, or related fields

S1-15

Office/Organization:

Protocol Office (PROT)

Job Description:

- Provide logistical and administrative support as assigned
- Handle correspondence and coordinate with internal and external stakeholders
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents including developing and maintaining a filing system(s)
- Assist in organizing events, office special activities/projects
- Assist in coordinating meetings
- Update and maintain the contact relationship management (CRM) database system
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
- Skills in publication and data visualization tools, such as Canva

- Experience in event planning and arrangement

S1-16

Office/Organization:

Public Affairs/Information Office (PA/IO/Social Media)

Job Description:

- Storyboard, create, and distribute digital media on Embassy social media platforms
- Plan public diplomacy and social media campaigns related to key United States foreign policy goals
- Assist Social Media Unit as a photographer and videographer
- Help Social Media Unit to grow Instagram followership and impact
- Update Public Affairs Section on new digital media news and trends
- Assist the social media Team in translating content into Thai language appropriate to the Embassy's online audiences

Skills Required:

- Journalism knowledge
- Videography and editing skills
- Photography skills
- Graphic design
- English language skills
- Communication and presentation skills
- Technology savvy
- Copywriting skills
- Facility with Microsoft and Apple computer programs

Education:

- Currently pursuing an undergraduate degree in Journalism, Communication Arts, Graphic design, Public Relations, Marketing, Liberal Arts, Political science, English or English translation, and other related fields

S1-17

Office/Organization:

Public Affairs/Information Office (PA/Press & Media Office)

Job Description:

- Assist in preparing daily news summaries and conducting media analysis on topics relevant to the Embassy's priorities
- Translate documents and press materials accurately between English and Thai
- Provide logistical and administrative support for press events, including event setup, guest coordination, and material preparation
- Monitor current events and media coverage, with a focus on issues impacting U.S.-Thai relations
- Support the Press Office team with additional tasks and special projects as assigned

Skills Required:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with online collaboration tools
- Excellent written and verbal communication skills in both English and Thai
- Strong interpersonal skills, with the ability to work effectively with colleagues from diverse backgrounds
- Demonstrated interest in news, current affairs, and media trends
- Basic understanding of media operations, including online and social media
- Be able to work under pressure and within deadline

S1-18

Office/Organization:

Public Affairs/Public Engagement Office (PA/PE)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings

- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently pursuing an undergraduate degree in Communications, English language studies, International Relations or Graphic design

S1-21

Office/Organization:

The United States Patent and Trademark Office (USPTO)

Job Description:

- Conduct research by searching and extracting information from reference sources such as databases, journals, and websites to support intellectual property (IP) analysis
- Review and monitor new developments in IP law across Southeast Asia; prepare English summaries and translations
- Provide support for ad hoc projects related to IP protection, enforcement, awareness, and regional/international cooperation

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

Education:

- Currently, pursuing an undergraduate degree in Law, or a related field and should be familiar with the legal principles and frameworks governing intellectual property rights

S1-22

Office/Organization:

U.S. Department of Homeland Security/Homeland Security Investigations (DHS/HSI)

Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Skills Required:

- Excellent written and verbal communication skills in Thai and English

Education:

- Currently pursuing an undergraduate degree in law or related field

S1-24

Office/Organization:

Consular Section/ Special Consular Services Unit (CONS/SCS)

Location: Chiang Mai

Job Description:

- Provide logistical and administrative support as assigned
- Assist in drafting and preparing documents, including developing and maintaining filing systems
- Assist in organizing office special activities and projects
- Assist in coordinating staff and other meetings

- Support research and information-gathering efforts to ensure resources and recommendations remain current and accurate
- Contributes to the maintenance and updating of critical databases and resource lists to support operational readiness
- Assist with outreach and public engagement activities, including preparation of related materials and support for social media efforts
- Perform other duties as assigned

Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required

S1-25

Office/Organization:

Consular Section/Consular Services Unit (CON/CSU)

Location: Chiang Mai

Job Description:

- Provide support in preparing passports, reports of birth, and notary services for Routine Consular Services (RCS)
- Provide support for Nonimmigrant Visa (NIV) services, including serving as a greeter
- Perform back-office duties for both RCS and NIV operations
- Assist in compiling regularly scheduled reports related to CSU operations
- Support the delivery process for U.S. passports and visas
- Coordinate meetings by managing schedules, reserving meeting rooms, preparing agendas, and taking minutes
- Maintain and restock consular handouts and forms
- Undertake additional tasks assigned to ensure the efficient operation of the Consular Section

Skills Required:

- Strong communication and organizational skills

- Ability to effectively manage and interact with challenging customers
- Ability to collaborate within a team environment
- Attention to detail and the ability to handle multiple tasks efficiently
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- Enthusiasm for learning and contributing to consular operations and administrative processes

S1-26

Office/Organization:

Political/Economic Section (POL/ECON)

Location: Chiang Mai

Job Description

- Monitor political and economic events through various media sources, key developments and selected issues of interest in local and cross-border regions
- Attend and report on seminars, workshops, rallies and other relevant political events of U.S. Government (USG) interest
- Gather data for economic, commercial and environmental reporting
- Manage and update economic and commercial database
- Support the economic and commercial content on the Consulate’s social media platform
- Update biographical data and profiles of key individuals and organizations within the consular district
- Assist with scheduling visits and other preparations for USG officials or high-profile visitors
- Work with interns from other sections on joint projects
- Special Responsibilities (Optional):
 - Reorganizing our shared drive systematically including renaming folders and files and developing a naming system for all future files
 - Select and summarize news reporting on the Burmese peace process and Thailand’s new government (after the February 2019 elections)

Skills Required:

- Good computer and internet skills
- English language proficiency with report writing ability

- Availability to work beyond normal working hours when needed

Education:

- Preferred areas of study: Political Science, International Relations, Economics, Business Administration, Public Administration, Sociology, Law, and Humanities/History.

S1-27

Office/Organization:

Public Diplomacy Office (PD)

Location: Chiang Mai

Job Description

- Contribute to the design and implementation of the America250 programming efforts
- Conduct audience and content analysis to inform and refine Consulate’s social media strategy across Facebook and Instagram
- Support alumni engagement initiatives, including event planning, communications, and network development
- Assist with the organization and execution of speaker programs and other cultural and educational events
- Provide translation and interpretation support for documents, social media posts, meetings, and events
- Monitor local and regional news media to identify trends and opportunities for public engagement
- Design and produce promotional materials, including banners, posters, and digital content
- Survey and recommend opportunities for the Consulate to participate in local community and public events
- Provide general administrative and logistical support across the full spectrum of Public Diplomacy activities

Skills Required:

- Strong written and verbal communication skills in Thai, and strong verbal communication skills in English
- Experience with social media management, content creation, and basic video/photo editing

- Demonstrated ability to conduct research and analyze audience engagement data
- Creative thinking, attention to detail, and the ability to work both independently and as part of a team
- Interest in U.S.-Thai relations, public diplomacy, and international engagement

Below positions apply to the Standard Job Description:

- S1-02 Community Liaison Office (CLO)
- S1-10 General Services Office (GSO/Housing)
- S1-11 Human Resources Office/Compensation and Benefit (HRO/C&B)
- S1-12 Human Resources Office/Diplomatic Accreditation & Privileges (HRO/DAP)
- S1-13 Human Resources Office/HR Services Center (HRO/HRSC)
- S1-19 Public Affairs/Regional English Language Office (PA/RELO)
- S1-20 Regional Security Office (RSO)
- S1-23 Community Liaison Office (CLO) (Chiang Mai)
- S1-28 Regional Security Office (RSO) (Chiang Mai)

Standard Job Description:

- Provide logistical and administrative support as assigned
- Assist in the preparation of regularly scheduled reports
- Assist in drafting and preparing documents, including developing and maintaining a filing system(s)
- Assist in organizing office special activities/projects
- Assist in coordinating staff and other meetings
- Perform other duties as assigned

Standard Skills Required:

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- Excellent written and verbal communication skills in English
- Be able to work effectively and build relationships with others
- Have a personal commitment to working with diverse colleagues
- Interpersonal relations and customer service skills are required
