

# Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

**Open to:** All non-U.S. Citizen Students  
Resident in France

**Date:** September 26, 2012

**Internship:** Environment Science Technology  
and Health (ESTH), Embassy Paris

**Deadline  
to apply:** October 10, 2012

## Internship Description

The ESTH Section seeks a qualified intern to work on a broad range of environmental and scientific and technological issues, including climate change, biodiversity, green growth and renewable energies.

**Gratuitous Service:** There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

## Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.

**Hours:** 35 hours a week, 7 hours daily Monday through Friday.

**Duration:** 2 months maximum (from beginning of January to end of May)

### **Description of Duties and Responsibilities:**

- Help organize the numerous official visits the section handles
- Identify possible contacts and arrange appointments by email and follow up by telephone with French interlocutors (Ministries, companies, non-governmental organizations, institutions)
- Search and translate bios
- Research assigned issues and write reports and analyses on them
- Survey daily media (newspaper, online) for important stories of interest
- Accompany officers to appointments with French government or business officials. Take notes and prepare reports.
- Help update contact databases

### **Required Skills/Qualifications: (These may be tested)**

1. **Education:** College student pursuing a bachelor degree in Political, International Relations or related fields with strong analytical, research, writing, and computer skills.
2. **Language Proficiency:**
  - English (Writing-Reading-Speaking): Good Level.
  - French (Writing-Reading-Speaking) native speaker.
3. **Other Skills:**
  - Must have a good sense of organization and be able to prioritize tasks.
  - Must be fully proficient with Microsoft Word, Excel and Internet
  - Good knowledge of Microsoft PowerPoint.
  - Must be able to use Microsoft Outlook for e-mail messaging etc.
  - Must be autonomous

### **Application Filing Procedures:**

To be considered, intern applicants are asked to submit the **three** following documents:

- A Curriculum Vitae
- A Statement of Interest to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.

### **Submit application by the announcement's closing deadline to:**

[ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)

**(Please add "ESTH Internship" to the subject line of your e-mail)**

**The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.**