

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: U.S. Commercial Service, Paris

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

Internship Description

The U.S. Commercial service in France is the export development arm of the United State Government. Their work pursues on three keys objectives:

- To assist American companies to enter and profit in the French market through direct sales, licensing agreements, joint ventures or direct investment;
- To assist French firms in their efforts to profit from alliances with American companies by representing American manufactures, utilizing American products, or through joint venture arrangements in France;
- To attract French investment into the United States.

To support these objectives, the office analyzes information on the French market, facilitates contacts with French businesses, promotes US products in the French marketplace, and advocates US business interests.

Students interns will assist Commercial Specialists by researching potential French buyers of American products, writing market research reports, recruiting American companies for trade events (i.e. trade shows, trade missions, etc.), organizing and participating in trade events, and assisting with general administrative/clerical duties.

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:

- Market Briefs:
 - The intern prepares written market research briefs (Industry Sector Analysis (ISA), International Market Insights (IMI), etc.) on one or several French industry sub-sector(s). The ISA includes best prospect data, information on financing, special end-user interest factor, and market contact lists. The intern works with the Trade Specialist to compile the research data that is needed to write the report. The intern writes the ISA, under the direction of the Trade Specialist, following the specifications and guidelines issued by the U.S. Department of Commerce.
- International Partner Search (IPS) & Gold Key Matching Service (GKS):
 - The intern is assigned to work an IPS and or GKS for specific U.S. clients. The goal is to identify French agents/distributors/importers interested in representing the U.S. firm's product or service on the French market. The intern prepares a written report on the result of the IPS search and schedules pre-screened appointments with French firms. The intern works with the Trade Specialist to arrange the necessary contacts, make the required appointments, provide any background information or market research needed, brief the clients on market conditions in the appropriate industry sector, accompany the client on his calls and prepare any required follow-up materials.
- Trade Missions, U.S. Pavilions at Trade Shows, and other events:
 - The intern assists in the preparation of various events. He participates in U.S. pavilions at established trade shows, U.S. trade missions, seminars and other trade events aimed at promoting U.S. products and services in the French market. The intern assists with the compilation of information needed for advertising brochures, the design and execution of a market promotion campaign, the scheduling of appointments for French firms to meet the U.S. participants, and the staffing of booths or other activities at trade shows. The intern also assists the U.S. Commercial Service with everyday activities of the department, such as answering inquiries from French firms, preparing mailings, inputting data in the Client Management System (CMS) and Buy USA e-commerce portal, as well as assisting with general office activities.
- Administrative / clerical duties:
 - The intern works on specific projects under the direct supervision of an American Officer or a Foreign Service National Trade Specialist.

Required Skills/Qualifications: (These may be tested)

Education: College student pursuing a bachelor degree in marketing, business, economics or international affairs.

1. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.
- French (Writing-Reading-Speaking) Native speaker.

2. Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create spreadsheets using Microsoft Excel.
- Must be able to use PowerPoint.

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

(Please add “Internship U.S. Commercial Service” 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.