

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: Consular Section, NIV Unit,
Embassy Paris

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

Internship Description

The NIV Unit has a great opportunity for an intern to gain experience not only in the cutting edge area of the US immigration policy and regulations, but he is also exposed on a daily basis to the diverse applicant pool applying for nonimmigrant visas and gain a greater appreciation to the multi-cultural aspect of modern French society. The interns also gains experience in critical diplomatic skills such as dealing with the public in a potentially stressful environment.

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:

The intern is exposed to the full range of consular functions, to include reception of applicants in the Consular waiting room, reception of applicants at the document intake windows, verification of documents and photos for current State Department regulations, printing and quality control of visa foils, consolidation of passports for pickup by the local courier company, downloading visa application forms from the State Department application website in preparation for future interview days. The intern is also being able to participate in other unique tasks such as consular outreach presentations and social media events.

Required Skills/Qualifications: (These may be tested)

1. **Education:** At least completion of the baccalaureate diploma or a high school diploma.
2. **Language Proficiency:**
 - English (Writing-Reading-Speaking): Good Level.
 - French (Writing-Reading-Speaking) Native speaker.
3. **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 interpreting documents.
 - Must be able to draft documents in English.

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 Consular Section - NIV" 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.