

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: American Presence Post, Toulouse

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

Internship Description

The American Presence Post in Toulouse opened on December 6, 1999. Its mission is to support American business, to create greater exchanges between the United States and the Midi-Pyrénées Region, and to provide information on the United States and American policy to American and French citizens in the regions of Toulouse and the Midi Pyrénées Region. The intern will be able to carry out outreach and emergency consular services, to review the local media and conduct regular reviews of office materials and data. The intern will also help to conduct outreach to youth/student groups in Toulouse, which has the second largest university in France, after Paris.

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: 20 hours a week, 4hours daily Monday through Friday.

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

Description of Duties and Responsibilities:

- Update the U.S. Consulate Toulouse Facebook page, including upload photos, comments and descriptions, with the goals of increasing outreach to the local community through Facebook.
- Note-taking during meetings between the U.S. Consul and local contacts.
- Read and analyze the economic and aeronautic media; compile weekly “press reviews” of articles of interest for the U.S. Consul and Economic Assistant.
- Read and analyze the local media for articles of interest to the APP; compile a daily “press review” for the U.S. Consul.
- Update the APP contact database and biographies.
- Update and verify information in the “living in Toulouse” consular information for American citizens, including doctors, schools, lawyers and translators.
- Sort, catalogue and label APP Toulouse public affairs materials, including poster shows, books, DVD’s and educational material. Seek placement opportunities for these materials.

Required Skills/Qualifications: (These may be tested)

1. **Education:** At least completion of the baccalaureate diploma or a high school diploma with an experience in economic / trade issue (to read, understand and analyze the economic and aeronautic media).
2. **Language Proficiency:**
 - English (Writing-Reading-Speaking): Good Level.
 - French (Writing-Reading-Speaking) Native speaker.
3. **Other Skills:**
 - Must be able to travel to the U.S. Consulate office in Toulouse, located near Jean-Jaures Metro station)
 - Must 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 have a clear communication.

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 Toulouse” 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.