

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: May 5, 2014

Internship: Consular Section, Passport Unit,
Embassy Paris

**Deadline
to apply:** October 10, 2014

Internship Description

The Passport Unit has a great opportunity for a local intern to participate in special projects, to see the full cycle of passport services, to see what it is like to work in a consular section as a whole, and to learn about working in an Embassy. The intern would concentrate on activities in the Passport Unit, but will also spend time – as much as possible - learning about other consular functions, including Special Consular Services, Visas, and Social Security benefits. Our goal is to expose our interns to the workplace values and employment experience at the Department of State, and become familiar with service in the U.S. Government.

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.

Internship period: Internship will be between November, 2014 and April, 2015
(Please specify your preferred time frame in your Statement of Interest)

Duration of this internship: 2 months maximum – 7 weeks minimum

Description of Duties and Responsibilities:

- Perform data entry and scanning of passport applications
- File and follow-up passport pending files
- Pre-screen passport forms received by mail
- Prepare by-mail applications for data entry and payment
- Update passport data base
- Clear pending files in the automated computerized system
- Contact with the public (mainly by phone)
- Assist in the preparation of the passport monthly reports.
- Update the list of registered citizens.
- Scan documents into passport cases of citizens.
- Prepare and personalize pre-printed letters for follow-up of passport and citizenship cases.
- Send faxes and letters.
- Pick up of the outgoing mail, and dispatching of the incoming mail.
- Update the local intern booklet (English version).
- Perform other duties and take responsibility for special projects as needed and in conjunction with local interns' talent/interests at our needs.

Required Skills/Qualifications: (These may be tested)

1. **Education:** At least completion of the baccalaureate 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 have a clear communication.
- Must have tact and exercise discretion at all times.
- Must have a good sense of organization and be able to prioritize tasks.
- Must be flexible (to take projects whenever requested).
- Must be able to work independently with a minimum of instructions.

Application Filing Procedures:

Please choose only one internship that suits you the best.

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

- A Curriculum Vitae in English
- A Statement of Interest in English 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 – Passport Unit" 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.