

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: Federal Benefits Unit, Embassy Paris **Deadline to apply: October 10, 2014**

Internship Description

The Federal Benefits Unit (FBU) at the American Embassy Paris is one of the four Non-Claims Taking Posts under the Frankfurt region – Frankfurt, Paris, Warsaw and Krakow. They serve over 15,000 beneficiaries in France and in their serviced region (French speaking Africa and Switzerland, total of 22 countries), including Veterans Affairs, Office of Personnel Management and Railroad Retirement Board. The internship focuses mainly on the International Social Security Agreement with United States and France and the intern is exposed to very important Social Security/Federal benefits functions. Insight into the practical applications of the agreement and its operational implications is provided. In addition, an introduction to the wide range of Federal Benefit operations such as enumeration, claims taking and post entitlement actions. Here again emphasis is placed on practical experience where possible.

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

Duration of this internship: 2 months maximum

(Please specify your preferred time frame in your Statement of Interest)

Description of Duties and Responsibilities:

The incumbent will respond to the liaison requests from the French partner agencies – from routine earnings record requests to the more complex benefit verifications. The intern will have hands-on experience with special projects and annual studies, such as Nonagenarian/Centenarian study and Foreign Enforcement Questionnaire (FEQ) study. The intern will have a practical experience on various post-entitlement actions, initial claims taking actions and enumeration process.

Required Skills/Qualifications: (These may be tested)

1. Education: Completion of 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 create documents using Microsoft PowerPoint.
- Must be able to interpreting documents.
- Must be able to draft documents in English.

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 FBU” 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.