

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: General Services Office / Housing,
Embassy Paris

**Deadline
to apply:** September 7, 2014

Internship Description

The General Services Office – Real Property Management section seeks a qualified intern to ensure high quality service on your behalf and maintains communication with the different service providers involved in the make-ready process. This section is the point of contact for all issues or concerns related to housing.

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 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 serve as back-up and support to the entire Real Property Management (RPM) Office staff. Duties to include:

- greeting and assisting Mission colleagues by telephone and in-person,
- assist in the preparation of the Housing Board agendas ,
- attend the weekly make-ready meetings, and assist the Ombudspersons' with walk-throughs.
- The incumbent will also interact via telephone, letter, and email with French Landlords, Electricite de France and Gaz de France on billing issues.
- S/he will assist in managing Post's relationship with Numericable and will assist Mission colleagues as necessary in establishing, closing and maintaining their Numericable accounts.
- Incumbent will provide support to RPM staff on technical issues and will contact French landlords, syndics, building managers and realtors to assist in resolving outstanding property issues.
- S/he will also assist with apartment and parking searches on the internet and in contacting real estate agents.
- S/he will be assigned special projects as required.
- Incumbent will need to be proficient enough in English to call and send e-mails to US Government employees to set up and confirm appointments, to draft basic memos and to do basic technical and legal translation.

Required Skills/Qualifications: (These may be tested)

1. Education: Student pursuing a bachelor degree in Liberal Arts and/or general business

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:

Please choose only one internship that suits you the best.

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

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 GSO / Housing" 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.