

# 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:** American Presence Post, Lyon

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

## Internship Description

The American Presence Post at Lyon is a dynamic office with many interesting projects that require constant follow-up and continued care by a dedicated intern. Besides working on the projects described in “duties and responsibilities”, the American Presence Post at Lyon is creating a first-in-France, Title-IX inspired sports program dedicated to helping girls develop through practicing sports. In partnership with the Rhone-Alpes Region, the City of Lyon, the Minister of Women’s Rights, national & regional sports leagues, local sports clubs and recreation centers, we are seeking seed money for a weekly program that will allow girls to enjoy the same level of sports as boys. Targeted sports will be: Soccer, Baseball/Softball, Track and Field, Basketball –all urban sports where there are large populations.

**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, 7hours daily Monday through Friday.

**Internship period:** Internship will be between February 2, 2015 and April 3, 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 intern will work on a daily basis with our partners and develop this project. The intern will also work on our unique-in-France French-American innovation prize for high school students. This year will be dedicated to perfecting the program and anchoring the program as a permanent fixture in the scientific thinking of high school aged kids. Partnered with Lyon and Grenoble Boards of Education, Xerox, CCSTI –the center for science and technology in Grenoble, Minister of Higher Education and Technology, MINATEC research center in Grenoble, CNRS. The intern will organize and plan the judging ceremony as well as help program the trip to the US by the students who win the prize. This will include contacting the French Consulate in San Francisco to enlist their aid with supporting the students. The intern should also expect to work closely with the City of Lyon on other joint projects and update our social media page.

### **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 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 use PowerPoint and Access.
- Must have a clear communication.
- Must be able to draft documents in English.
- Excellent knowledge of Social Media (Facebook, Twitter).

### **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](mailto:ParisRecruitment@state.gov)

**(Please add “Internship APP Lyon” 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.**