

# 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:** January 27, 2015

**Current Internship:** Consulate General, Marseille.

**Deadline to apply:** Until filled

## Internship Description

The Consulate General Marseille requires a qualified intern to help advance U.S.-France economic and cultural ties. Interns will have opportunities to assist in the planning and realization of American cultural outreach programs in the region by assisting our public affairs specialist. They will also be able to research and suggest ways to promote trade and business for U.S. companies interested in establishing markets in the region and generally to create close links between U.S. and French Mediterranean markets. This may also include identifying barriers to U.S. goods and trade in the French market. The intern will also study areas and ways to stimulate French investment in the U.S. in agriculture, goods, and services, as well as research possible U.S. speakers for topic-specific cultural exchange programs (such as Black History Month, International Women's Day, U.S. elections, etc.).

**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:** Full-time 35 hours a week, 7 hours daily Monday through Friday.

**Internship period:** To be defined

**Duration of this internship:** 2 months maximum (8 weeks)

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

### **Description of Duties and Responsibilities:**

- Monitor and report on media reports on issues of interest to the United States, with a focus on political, economic / business, security and social developments in the Consular district. (in coordination with Political Assistant)
- Attend and assist the Public Affairs Assistant with cultural outreach events planning and execution.
- As required, accompany Consul General to meetings and events and serve as a note-taker and photographer. As requested, prepare written reports on these meetings for Marseille or Paris.
- Draft brief reports / Facebook postings in both French and English, on events and activities of the Consulate General for the post's monthly report.
- Draft materials as requested by the Consul General on the Mission's priorities and programs, designed to appeal to youth audiences.
- Assist with visits to the region and visitors to the Consulate General.

### **Required Skills/Qualifications: (These may be tested)**

#### **1. Education:**

- Must possess Bachelors degree or equivalent academic education in commercial-business studies.

#### **2. Knowledge:**

- Knowledge in the culture and business climate in south of France.

#### **3. Language Proficiency:**

- English (Writing-Reading-Speaking): Excellent Level.  
Must be able to read, analyze and draft documents in English.
- French (Writing-Reading-Speaking) native speaker

#### **4. 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 basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills.

### **Application Filing Procedures:**

Please choose **only one internship** that suits you the best.

**To be considered, intern applicants are asked to submit the four 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.
- A copy of your ID card.

**Submit application at least two months prior to your internship period to:**

[ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)

**(Please add “Internship Marseille” 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.**