

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 26, 2015

Internship: Political Section, US Embassy Paris

Deadline to apply: Until filled

Internship Description

The Political Section seeks a qualified intern to work on a broad range of political issues, including internal French politics, regional and political/military affairs.

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: 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 news and analysis from traditional news sources, web blogs, and think-tanks in line with research projects for American officers.
- Draft descriptive and analytical reports, and memos in English, on priority issues for the section.
- Track specific news items as requested by American officers on issues that could include French domestic politics, NATO, European issues, the Middle-East, and Africa.
- Assist American officers in drafting French materials such as letters and speeches.
- Organize Embassy representational events and perform other tasks, including administrative tasks.

Required Skills/Qualifications: (These may be tested)

1. **Education:** College or graduate student pursuing a bachelor or advanced degree in Political, International Relations or related fields with strong analytical, research, writing, and computer skills.
2. **Language Proficiency:**
 - English (Writing-Reading-Speaking): Good Level.
Must be able to read, analyze and draft documents in English.
 - 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 use Microsoft Outlook for e-mail messaging etc.
 - Good interpersonal skills
 - Must be passionate about French domestic politics and France's international relations.
 - Must be curious and eager to learn new skills in a fast paced environment.

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

(Please add “Internship Political” 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.