

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: June 19, 2013

**Internship: Africa Regional Services /
Book Programs, U.S. Embassy Paris**

**Deadline
to apply: July 4, 2013**

Internship Description

Africa Regional Services (ARS) at the U.S. Embassy in Paris seeks an Intern to assist its two Book Programs: The Nouveaux Horizons Book Publishing Program and the Bibliographic Section.

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 1, 2013 and April 30, 2014

Duration of this internship: 2 months maximum

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

Description of Duties and Responsibilities:

Under the supervision of section heads:

- Conducts information searches on the Internet in French and in English.
- Works in databases that contain bibliographic data.
- Reviews books in French and in English.
- Edits translations in French.
- Follows through the book production process (works with translators, proof readers, printers).
- Helps write posts to feed the Nouveaux Horizons Facebook page.

Required Skills/Qualifications: (These may be tested)

1. **Education:** Student pursuing a degree in Book Business (Métiers du livre), book publishing or library science with strong analytical, research, writing, and computer skills.
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 have a clear communication.
 - Must have a good knowledge of database related to books.
 - Must have an excellent level of written French, preferably native.
 - Must have an excellent level of read English.
 - Must demonstrate the potential to accomplish the type of work to be performed.

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 ARS – Book Programs” 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.