

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 22, 2013

**Current
Internship: Embassy Paris, Protocol Section.**

**Deadline
to apply: June 15, 2013**

Internship Description

The Protocol Section seeks a qualified intern to assist with the invitations for the annual July 4th reception.

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:

- Participate in all aspects of July 4th reception invitation process (3000 invitations).
- Helps update the Embassy sections guest lists on Contact database.
- Prints, then checks labels and corrects printing of the guest names on the invitations.
- Lists questions and problems for the attention of Protocol Head.
- Coordinates with Embassy sections (mostly in English).
- Gives pertinent information on the phone/email to French guests.
- On the day of the event, helps welcome and check the incoming guests with 2 protocol assistants.
- Other office tasks as requested (i.e. opening and sorting the Ambassador's mail and invitations).

Required Skills/Qualifications: (These may be tested)

1. Education: University student pursuing a bachelor degree in Applied Foreign Languages or International studies.

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 basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills.
- Must have a good cultural level.
- Must be organized.
- Must be able to work in a team.

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 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 Protocol Section" 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.