

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:** Consulate General, Strasbourg.

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

Internship Description

The Consulate General Strasbourg requires a qualified intern to help the Public Diplomacy Assistant monitor and report on developing news stories in the Strasbourg Consular District, assist the Consul General to analyze and report on developments in the Council of Europe and the European Court of Human Rights, and assist in maintaining the Consulate's social media sites and with outreach to youth audiences.

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: 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:

- Monitor and report, on daily basis, press reports for stories of interest to the United States, with a focus on political, economic, and social developments in the Consular district.
- Accompany Consul General to meetings and events to serve as a note-taker and to prepare written reports.
- Analyze and prepare reports on developments at the Council of Europe and at the European Court of Human Rights.
- Draft blog / posts in both French and English explaining the activities and priorities of the Consulate General, designed to appeal to youth audiences.
- Other office tasks as requested.

Required Skills/Qualifications: (These may be tested)

1. Education: College student with an experience in Social Sciences, International Relations, Journalism, liberal arts or education.

2. 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

3. 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 be able to do research for Consul General.

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 Strasbourg” 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.

