

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: February 5, 2013

Internship: U.S. Commercial Service, Paris

**Deadline
to apply:** February 22, 2013

Internship Description

The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. We provide a range of services and programs to help American companies export goods and services to foreign markets and to encourage and facilitate inward investment into the United States.

The U.S. Commercial Service France at the U.S. Embassy in Paris analyzes information on the French market, facilitates contacts with French businesses, promotes U.S. products in the French and European marketplace, and advocates U.S. business interests. We assist trade missions to France and provide logistical support to U.S. companies holding product launches and exhibitions. We need interns to assist us with core programs that service U.S. exporters and French importers and investors.

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 May 1 and October 30, 2013

Duration of this internship: 2 months maximum

Description of Duties and Responsibilities:

Interns are given assignments that will provide exposure to a full range of our activities and services and every attempt is made to provide meaningful and experiential learning opportunities. Assignments may include the following:

- Collecting and analyzing information for market research reports.
- Responding to enquiries from U.S. Companies.
- Assisting in the preparation of trade events and trade missions.
- Assisting with our matchmaking services that help U.S. companies find partners and distributors in France.

Required Skills/Qualifications: (These may be tested)

Education: College student pursuing a bachelor degree in business, law, accounting, Public Administration, economics, Management, international relations or related field.

1. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.
- French (Writing-Reading-Speaking) Native speaker.

2. 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 PowerPoint.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the **three** following documents:

- A Curriculum Vitae
- A Statement of Interest 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 U.S. Commercial Service" 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.