

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: November 21, 2012

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

**Deadline
to apply:** December 5, 2012

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.

Duration: 2 months maximum (from beginning of January to end of May)

Description of Duties and Responsibilities:

Under the supervision of section heads:

- Conducts information searches on the Internet in French and in English.
- Works into databases.
- 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 Master degree in Book Business (Métiers du livre), either book publishing, library science or librarian 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.

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 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.