

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 1, 2012

Internship: Foreign Agriculture Service (FAS),
Embassy Paris

Deadline

to apply: February 15, 2012

Internship Description

FAS Paris seeks a qualified Stagiare to work on a broad range of agricultural issues, specifically market development. The Stagiare will be tasked with researching data for brief market reports in preparation for the October 2012 SIAL Food Show. These reports will be given to U.S. food suppliers and displayed on the FAS website.

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 March 27 to May 29)

Description of Duties and Responsibilities:

- Respond to routine inquiries via telephone or email for information, final product will be appropriate response within three working days of receipt of each inquiry.
- Research information for brief market reports.
- Update FAS Paris contact database.

Required Skills/Qualifications: (These may be tested)

1. **Education:** College student pursuing a bachelors degree in business, marketing or related fields with strong research, writing and computer skills.
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.
 - Must be able to use Post database system.
 - Good interpersonal skills

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:

Embassy of the USA
Human Resources Office
ATTN: FNSIP Coordinator
2 Avenue Gabriel, 75382 Paris Cedex 08

or email your completed forms to ParisRecruitment@state.gov prior to the announcement's closing date.
(Please add "Internship Agriculture" 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.

