

# 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:** September 26, 2012

**Internship:** Africa Regional Services /  
Bibliographic Section, Embassy  
Paris

**Deadline  
to apply:** October 10, 2012

## Internship Description

The Bibliographic Section consists of a single person who creates through research, selection and reviews 4 thematic lists of Book in French per year plus specific weblibliography lists and requests. The intern will help with the backlog of work, including updating the data of the current 6000 French books in the database.

**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:**

- Work in the SQL Database:
  - ✓ Enter bibliographic data of books in French and in Portuguese
  - ✓ Download color covers for BIF books
  - ✓ Update BIF Lists and Special Lists in the SQL database and for ARS websites.
  
- Search for materials in French using the Internet, specialized magazines and Electre database:
  - ✓ Update weblibliographies in French for ARS websites
  - ✓ Update weblibliographies in French for ARS websites
  - ✓ Perform bibliographic search of French books to be included in BIFLists and Special Bibliographies
  - ✓ Perform search on the Internet to produce new thematic weblibliographies
  
- Others:
  - ✓ Review books in French to be included into thematic bibliographies

### **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 understanding and practice of social media (Facebook).
  - Must have a good knowledge of French database related to books such as Electre so as to be able to conduct book researches.

### **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](mailto:ParisRecruitment@state.gov)

**(Please add “Internship ARS – Bibliographic 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.**