

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: January 30, 2012

**Current
Internship: Consulate General, Strasbourg.**

**Deadline
to apply: February 15, 2012**

Internship Description

The Consulate General Strasbourg requires a qualified Stagiare 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.

Description of Duties and Responsibilities:

- Monitor and report, on daily basis, press reports.
- 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, designed to appeal to youth audiences, in both French and English explaining the activities and priorities of the Consulate General.
- Other office tasks as requested.

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 **or**
Part-time 17.5 hours per week.

Duration: 2 months maximum between May and end of June **or** between September and end of October)
(Please specify your preferred time frame in your Statement of Interest)

Required Skills/Qualifications: (These may be tested)

1. 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

2. 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

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 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.

