

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: March 9, 2012

Current Internship: Embassy Paris – Environment,
Science, Technology and Health
(ESTH).

**Deadline
to apply:** March 23, 2012

Internship Description

The ESTH Office at the American Embassy Paris seeks a qualified Master's degree student to work with the office on outreach activities to the academic and think tank communities in France. The Stagiare must be a native French speaker who is also proficient in English.

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:

- Market assessment of ESTH academic and professional community.
- Review of current topics in ESTH field that are public interest.
- Liaise with universities, think tanks and academic bodies.
- Write reports on ESTH topics.

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 (between May and end of June).

Required Skills/Qualifications: (These may be tested)

1. Education: A Masters degree candidate, specializing in an ESTH field such as environmental engineering, any nuclear field, chemistry, biology or public health

2. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.
Must be able to read, analyze and draft documents in English.
- French native speaker

3. 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 "ESTH Internship" 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.

