

# 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 20, 2012

**Internship:** Political Section, Embassy Paris **Deadline to apply:** December 4, 2012

## Internship Description

The Political Section seeks a qualified intern to work on a broad range of political issues, including internal French politics and political/military affairs.

**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:**

- Monitor news, analyzing from traditional news sources, web blogs, and think-tanks in line with research projects for American officers.
- Draft descriptive, analytical reports, and memos in English, on priority issues for the section.
- Track specific news items as requested by American officers.
- Assist American officers in drafting French materials.
- Organize Embassy representational events.

### **Required Skills/Qualifications: (These may be tested)**

1. **Education:** College student pursuing a bachelor degree in Political, International Relations or related fields with strong analytical, 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 spreadsheets using Microsoft Excel.
  - Must be able to use Microsoft Outlook for e-mail messaging etc.
  - Good interpersonal skills
  - Must be passionate about French domestic politics and France's international relations.
  - Must be curious and eager to learn new skills in a fast paced environment.

### **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 Political" 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.**