

Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All French National Students

Date: March - December
2017

Current Internship: Customer Service Center, U.S.
Embassy Paris, France

Deadline to apply: Until filled

Internship Description:

The Customer Service Center (CSC) seeks a qualified intern to assist in providing translation, protocol and administrative support to its officers.

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 provide a medical certificate from the student’s doctor

Hours: 35 hours a week, 7 hours daily Monday through Friday

Internship period: To be defined

Duration of this internship: Eight (8) weeks maximum

Description of Duties and Responsibilities:

- Greet customers in person and by phone
- Maintain customer request log
- Write and update information booklets, FAQs, and other materials
- Assist with inspection and check-in appointment scheduling
- Submitting work order tickets for customer requests
- General office work (filing, shredding, etc.)

Required Skills/Qualifications: (These may be tested)

1. **Education:** Student pursuing a degree in Liberal Arts, Management, or Communications

2. **Language Proficiency:**

- English (Writing-Reading-Speaking): Very good level required
- French (Writing-Reading-Speaking): Very good level required

3. **Other Skills:**

- 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 the Internet to conduct information searches
- Must be organized
- Must have a good cultural level
- Good interpersonal skills
- Must be able to work in a team

Application Filing Procedures:

To be considered, intern applicants are asked to submit the four following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English 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.
- A copy of your French ID card or passport

Submit application at least four months prior to your internship period to:

ParisInternRecruitment@state.gov

(Please add “Internship Customer Service Center” 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.