

# Joint Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France & the OECD

**Open to: All French National Students**

**Deadline to apply: At Least Five Months Before Start Date**

**Internship: Consulat General  
Marseille, France**

## Internship Description

The U.S. Consulate General in Marseille seeks a qualified intern to participate in all aspects of work at this small post in southern France. Interns will primarily assist the Consul General and his/her assistant by working collaboratively on special projects, research and briefing materials, official correspondence, and speeches. Interns will assist the Political and Economic Affairs assistant on reporting, researching, and analyzing regional political and economic developments, particularly regarding Franco-American commercial ties and market opportunities. Interns will have opportunities to assist in the planning and realization of American cultural outreach programs in the region by helping the Public Affairs assistants organize cultural outreach and exchange programs, write grants, and publicize Consulate activities on social media. Interns may also assist the Consular or Management sections as needed to, respectively, provide consular services to American citizens or administrative support to all sections.

**Gratuitous Service:** There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

## Eligibility Requirements:

- Must be able to prove French nationality
- 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 medical insurance.
- 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:** September to December 2021     **Duration of this internship:** Eight (8) weeks

**Description of Duties and Responsibilities:**

- Work collaboratively on special projects, research and briefing materials, official correspondence and public statements, as requested by the Consul General.
- Monitor and report issues of interest to the United States, with a focus on political, economic / business, security and social developments in the Consular district. (in coordination with the Political and Economic Affairs assistant).
- Attend cultural outreach events and assist the Public Affairs assistants in their planning and execution.
- As required, accompany Consul General to meetings and events and serve as a note-taker and photographer. As requested, prepare written reports on these meetings for Marseille or Paris.
- Draft brief reports / Facebook postings in both French and English, on events and activities of the Consulate General.
- Draft materials as requested by the Consul General on the Mission's priorities and programs, designed to appeal to youth audiences.
- Assist with visits to the region and visitors to the Consulate General.

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

**1. Education:**

- University student pursuing a Bachelor's degree (or equivalent) in Applied Foreign Languages, International studies, or related field.

**2. Knowledge:**

- Knowledge in the culture and business climate in south of France.

**3. 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

**4. 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.
- Must have good interpersonal skills.

**Application Filing Procedures:**

**To be considered, intern applicants are asked to submit the 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 five (5) months prior to your internship period to:**

[ParisInternRecruitment@state.gov](mailto:ParisInternRecruitment@state.gov)

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