

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: Economic Section U.S.
Embassy, Paris, France

Internship Description:

The Economic Section seeks a qualified intern to work on a broad range of economic and organizational issues, including internal French economics and financial 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 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: To be defined **Duration of this internship:** Eight (8) weeks maximum

Description of Duties and Responsibilities:

- Help organize the numerous official visits the section handles
- Arrange appointments by email and follow up by telephone with French interlocutors (Ministries, companies, institutions)
- Search and translate bios
- Help prepare schedules for visiting US Government officials
- Prepare Embassy access requests and escort accordingly
- Accompany officers to appointments with French government or business officials, take notes and prepare reports.
- Help update contact databases

Required Skills/Qualifications: (These may be tested)

1. Education: At least completion of two years College in LEA or Economic Science.

2. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level
- French (Writing-Reading-Speaking) native speaker

3. Other Skills:

- Must have a good sense of organization and be able to prioritize tasks.
- Must be fully proficient with Microsoft Word, Excel and Internet.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Must feel comfortable answering and making phone calls in both French and English.
- Must be autonomous.

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

Joint-Mission 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.