

Joint-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France and the OECD

Open to: All French National Students

Deadline to apply: At Least Five Months Before Start Date

Current Internship: Paris Welcome Center, U.S. Embassy Paris, France

Internship Description:

The Paris Welcome Center seeks a qualified intern to create and update brochures and visual contents, great customers, and perform various administrative duties based on the needs of the section.

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:

- Greet customers in person and by phone
- Write and update information booklets, FAQs, and other materials
- Assist the Make Ready section with inspection and appointment scheduling
- General office work
- Assist diplomats with administrative procedures
- May be required to assist with check-in procedures

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
- Very good interpersonal skills
- Must be able to work in a team
- Ability to work with Indesign / Publisher is a plus

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.