

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

Internship Description:

The Political Section seeks a qualified intern to work on policy issues, including reporting on current events, supporting official visits, and responding to correspondence.

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:

The intern will attend official meetings with Foreign Service Officers; take notes and draft reporting cables; attend public speeches, seminars and other events; as appropriate, draft reporting and briefing memoranda; respond to incoming correspondence; support visits and section representational events, and handle administrative tasks related to the operations of the Political Section including editing the Embassy's daily report (France in Focus). In addition, the intern will work on specific topics dealing with French party politics, political and military issues, and French bilateral relations with third countries.

Required Skills/Qualifications: (These may be tested)

- 1. Education:** Minimum two years of university.
- 2. Language Proficiency:**
 - English (Writing-Reading-Speaking): Very Good Level
 - French (Writing-Reading-Speaking) Fluent
- 3. Other Skills:**
 - Strong writing and computer 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

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.