

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 Six Months Before Start Date

Current Internship: Protocol Section, U.S. Embassy
Paris, France

Internship Description:

The Protocol Section seeks a qualified intern to assist in providing administrative support to the Ambassador/Chargé d’Affaires a.i./Deputy Chief of Mission. The Protocol Office is an exciting, fast-paced place to work. You will learn skills that will serve you for a lifetime and make immediate and significant contributions.

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

Description of Duties and Responsibilities:

- Assists in preparing guest lists and invitations for representational events, tracking answers and following through to confirm attendance.
- Helps welcome and check-in incoming guests at representational events.
- Assists in the coordination of the Embassy's responses to all invitations and related correspondence sent to the Ambassador/Chargé d'Affaires a.i./Deputy Chief of Mission.
- Responds to diverse inquiries by phone and by email.
- Drafts and translates correspondence as necessary.
- Sorts the Ambassador/Chargé d'Affaires a.i./Deputy Chief of Mission's mail and identifies any urgent issues for the attention of the Protocol Assistants.
- Proposes new initiatives for improving administrative procedures in the Protocol Section and/or the Embassy as a whole.

Required Skills/Qualifications: (These may be tested)

Education: University student pursuing a bachelor degree in Applied Foreign Languages, International studies, or related field.

Language Proficiency:

- English: Good Level. (Must be able to read, understand and draft documents in English).
- French: Native speaker

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 and detail-oriented
- Must show a lively interest in current affairs
- Must possess good interpersonal skills
- Must be able to work in a team

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 six (6) 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.