



U.S. DEPARTMENT OF STATE
U.S. CONSULATE GENERAL, TORONTO
360 University Avenue, Toronto, ON M5G 1S4, Canada
Email: TRTHR@state.gov
Website: <http://toronto.usconsulate.gov>

INTERNSHIP OPPORTUNITY

POSITIONS AVAILABLE: Internships in the Consular (2 vacancies) and Political/Economic Sections (1 vacancy)

PERIOD OF INTERNSHIP: January – April, 2012 (full-time preferable)

APPLICATION DEADLINE: September 15, 2011

SALARY: None. The internships are uncompensated.

DESIRED SKILLS/EXPERIENCE:

- International Relations, Management, International Business, Finance, Environmental Management, Communications, Political Science or Public Administration as well as related disciplines
- Excellent computer skills for conducting research on the Internet and working with Microsoft Word and Excel
- Fluent English written and oral communication skills
- Ability to produce sound results while meeting deadlines
- Ability to work on a team
- Strong interpersonal skills
- Willingness to learn
- Interest in a public service or international career
- Completion of at least two years of undergraduate study

RESPONSIBILITIES:

CONSULAR INTERNSHIP:

- Learn consular (citizen services/visa) regulations and processing steps.
- Assist more senior staff with data entry, scanning, printing, and quality control.
- Screen applicants for citizen services and visas.
- May conduct research on issues of interest to the U.S. government in Ontario including: Canadian citizenship and immigration matters; matters affecting Americans residing in or visiting Ontario; trends in foreigners seeking to visit, study, work or invest in the U.S.
- Monitor Consular Section website for correctness and currency of content and, with guidance, update as needed.
- Support public outreach and information activities on consular matters.
- Otherwise assist consular staff as needed.

POLITICAL/ECONOMIC INTERNSHIP:

- Conduct research and draft reports on issues of interest to the U.S. government in Ontario including: conventional and renewable energy markets; securities market; transportation and infrastructure;; healthcare services; e-commerce; innovation in high-tech industries; policies impacting American business, especially in the financial and telecommunications industries; labor/management relations; cross-border trade and environmental policies.
- Arrange travel and meeting schedules for senior level U.S. government visitors to Ontario, including the Ambassador.
- Arrange meetings and support public outreach activities for Consulate officers.
- Participate in Consulate receptions and events hosted by the Consul General and other diplomatic officers.

OTHER REQUIREMENTS:

- Must be a registered student in good academic standing, currently enrolled in an educational institution;
- Will return to studies upon completion of internship (interim between school years is no longer than 5 months if recently graduated);
- Non-U.S. citizen students ONLY are eligible for consideration: Canadian citizen, permanent resident in Canada, or holder of a work permit in Canada;
- U.S. citizen students interested in an internship at the U.S. Consulate General in Toronto are advised to apply on-line through careers.state.gov.

PLEASE SUBMIT THE FOLLOWING ITEMS VIA MAIL OR E-MAIL BY SEPTEMBER 15, 2011:

- Cover letter addressing DESIRED SKILLS/EXPERIENCE criteria and listing three personal references;
- Résumé;
- Post-secondary academic transcripts;

ADDRESS TO SUBMIT YOUR APPLICATION:

U.S. CONSULATE GENERAL, TORONTO (Attention: Human Resources)
360 University Avenue, Toronto, Ontario M5G 1S4; or e-mail: TRTHR@state.gov

WE WILL CONTACT SHORTLISTED APPLICANTS ONLY FOR THESE ADDITIONAL ITEMS:

- Interview,
- Medical certification,
- Security background check.