VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada
Consular Section (Toronto) *UNPAID INTERNSHIP*

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a university, college, trade school, technical or vocational institute, or comparable recognized educational institute in the field of International Relations, Management, International Business, Finance, Environmental Management, Communications, Political Science, Public Administration or related discipline.

Posting Date: October 10, 2014 Application Closing Date: Open until filled

Duration: January – May, 2015

American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at http://canada.usembassy.gov/about-us/human-resources/internships.html.

The U.S. Consulate General Toronto is offering an internship for students for the winter/spring 2015 semester in the Consular Section. This is an unpaid internship; as such, the Intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service.

Duties of the Position: The intern will:

- Learn consular (citizen services/visa) regulations and processing steps.
- Assist more senior staff with data entry, scanning, printing, and quality control.
- Intake applications for citizen services and/or 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.

Qualifications Required:

Experience: Completion of one year of undergraduate study.

Language: Excellent English written and oral communication skills are required.

Knowledge: Excellent computer skills for conducting research on the Internet and data entry, and using software such as Microsoft Word and Excel.

Skills/Abilities: Ability to deal with the public politely and efficiently. Ability to produce excellent results while meeting deadlines. Ability to coordinate activities in a busy office with other Consulate staff. Flexibility and an interest in learning.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute;
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess his/her own medical insurance.

Applicants are expected to commit to an internship for the duration of winter and spring 2015 (January - May), with a strict minimum of 24 hours per week. Work schedules are at the discretion of the Supervisor.

To Apply:

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Recommendation from the educational institution to participate in the Intern program; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4, or

By Email: TrtHR@state.gov

Application documents can be found online at http://canada.usembassy.gov/about-us/human-resources/internships-for-canadian-citizens-permanent-residents.html

The U.S. Mission Canada is an equal opportunity employer.