VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada

Management Section (Toronto) *UNPAID INTERNSHIP*

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

Posting Date: June 9, 2015 Application Closing date: June 30, 2015
Duration: September – December, 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 a part-time internship for the fall 2015 season in the Management 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:

- Research various areas to include, but not limited to private schools, healthcare and childcare options in the GTA and produce reports
- Produce community related products such as a PowerPoint presentations for the consulate community
- Assist General Services Office with updating files, hotel rates, updating stationary in supply room, updating Integrated Logistics Management System files, assist with auctions and inventories.
- Assist with logistics and procurement actions.
- Performs various administrative duties and projects as assigned including but not limited to projects relating to procurement, logistics planning, and business process reorganization.

Qualifications Required:

Experience: Completion of three years of undergraduate study strongly preferred.
Language: Excellent English written and oral communication skills.
Knowledge: Knowledge to include logistics, planning, management, local regulatory requirements, budgets and contracts is helpful but not mandatory.
Skills/Abilities: Familiarity with Microsoft Word and Excel software systems and excellent computer skills for conducting research on the internet. Familiarity with Microsoft Outlook. Ability to produce quality reports and briefings under time pressure. Strong interpersonal skills.

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; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

Applicants are expected to commit to an internship of at least ten (10) weeks in length, with a part-time schedule of a minimum 16 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 institute 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
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.