VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada
Political/Economic 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, International Business, Finance, Communications, Political Science or Public Administration as well as related disciplines.

Posting Date: August 14, 2015 Application Closing date: Open until filled

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 an internship for the fall 2015 semester in the Political/Economic Section. This is an unpaid internship; as such, an 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 Student Intern will work in the Political/Economic Section at the U.S. Consulate General in Toronto. The intern reports directly to the Political/Economic Section Officer. The intern will:

- Conduct research and draft reports on issues of interest to the U.S. government in Ontario including: conventional and renewable energy markets; transportation and infrastructure; healthcare services; e-commerce; innovation in high-tech industries; trafficking in persons; policies impacting American business, especially in the financial and telecommunications industries; labor/management relations; cross-border trade and environmental policies and other topics as assigned.
- Prepare daily news brief for the section on local topics of interest
- Attend events relevant to the section's work, such as events hosted by University of Toronto, government agencies, international affairs organizations, etc.
- Participate in Consulate receptions and events hosted by the Consul General and other diplomatic officers.
- Provide administrative support to the Political/Economic Section
- Update and maintain the Consulate's business facilitation webpage.
- Update and maintain the Political /Economic Section's calendar of events.
- Update and maintain Toronto's SharePoint for Political/Economic section
- Arrange travel and meeting schedules for U.S. government visitors to Ontario.
- Arrange meetings and support activities of Consulate officers.

Qualifications Required:

Experience: Completion of three years of undergraduate study in a related field strongly preferred.

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

Knowledge: Excellent computer skills for conducting research on the internet, and working with software such as Microsoft Word, Excel and PowerPoint. Strong knowledge of Canadian federal and provincial political environment and current events.

Skills/Abilities: Ability to produce excellent results under time pressure.

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 a minimum of 10 weeks, if participated on a full time basis. 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;
- Written permission from the educational institution to participate in the internship 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.