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 trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of International Relations, Management, International Business, Finance, Environmental Management, Communications, Political Science or Public Administration as well as related disciplines.

Posting Date: April 9, 2013 Application Closing Date: Open until filled

Duration: September - December 2013

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 Fall 2013 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 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 two years of undergraduate study.

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

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

Skills/Abilities: Ability to produce excellent results while meeting deadlines and 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 their own medical insurance.

Applicants are expected to commit to an internship for the duration of fall session (September through December 2013), with a 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 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: Ottawa HR (Foreign National Student Intern Program), P.O. Box 866, Station B, Ottawa, Ontario K1P5T1

By Fax: 613-688-3055

By Email: ottawahr@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.