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

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 Communication, Journalism, International Affairs, Public Affairs or related areas.

Position: Cultural Affairs Intern – ***UNPAID INTERNSHIP***

Posting Date: April 23, 2012 Application Closing date: May 11, 2011

Duration: Summer Semester 2011

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. Embassy in Ottawa is offering an internship for one student for the summer, 2012 semester in the Public Affairs 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: Working with the Cultural Attaché and the Cultural Affairs Associate in coordinating and implementing professional exchange programs such as the International Visitor Program, U.S. Speaker Programs, Digital Video Conferences, Alumni Programs, etc. Assist with cultural affairs clerical responsibilities including filing, drafting correspondence, and database information input.

Qualifications Required:

Experience: Demonstrated potential to accomplish the type of work to be performed.
Language: Level IV (fluent) speaking/writing/reading English is required. French is an asset.
Knowledge: Familiarity with academic and cultural institutions in the Ottawa region.
Skills/Abilities: Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Word, Excel, databases); good judgment and problem-solving skills; flexibility; and possess a sense of humor.

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 have their own medical insurance.

Applicants are expected to commit to an internship of at least six (6) weeks in length, with a minimum of 10 to 12 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;
- Certified transcript and written permission from the educational institute; 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 K1P 5T1
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.html.

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