



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

Management Section (Toronto) *UNPAID INTERNSHIP* One position (part-time)

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: April 23, 2012 Application Closing date: Extended to June 7, 2012

Duration: September 4 to December 21, 2012

**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 one student for the fall 2012 semester 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: The intern will:

- Advance Consulate General Toronto's initiative to be certified under BOMA BEST.
- Research various areas to include, but not limited to private schools and childcare options in the GTA and produce reports
- Produce community related products such as a video introduction of 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.

Qualifications Required:

Experience: Completion of three years of undergraduate study strongly preferred.

Language: Level IV (fluent) speaking/writing/reading English is required.

Knowledge: Knowledge of computer software programs (MS Word, Excel and Outlook). Knowledge of sustainability, green initiatives, law, environmental management, general knowledge on education and childcare field in the GTA, etc.

Skills/Abilities: Excellent computer skills for conducting research on the internet. 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 minimum of 20 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 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.