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

Political Economic Intern (Calgary) *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 political science, economics, policy studies, international relations, or related areas.

Posting Date: August 21, 2013 Application Closing date: Open Until Filled

Duration: January – April 2014

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 Calgary is offering an internship for one student for the Fall 2013 semester in the Political Economic 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 research economic and political issues in the consular district (Alberta, Saskatchewan and the Northwest Territories) and complete economic and political reporting on the issues. Specific research topics will include tight oil prospects, emerging technologies, coal, renewable energy and pipelines as well as others. The intern will also help with Consulate events (i.e. July 4th celebration) and will assist with trip planning where required.

Qualifications Required:

Experience: Demonstrated potential to accomplish the type of work to be performed.
Language: Level IV (fluent) speaking/writing/reading English is required.
Knowledge: Familiarity with government institutions in the Alberta/Saskatchewan/NWT region. Ability to produce excellent results while meeting deadlines
Skills/Abilities: Microsoft Word, Excel, ability to conduct internet and database research, excellent writing and 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 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:

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- 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-for-canadian-citizens-permanent-residents.html

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