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 13, 2012 Application Closing date: September 15, 2012
Duration: January – April 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 the Winter/Spring 2013 season 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:

- Conduct research and draft reports on issues of interest to the U.S. government in Ontario including: conventional and renewable energy markets; securities market; transportation and infrastructure; healthcare services; e-commerce; innovation in high-tech industries; policies impacting American business, especially in the financial and telecommunications industries; labor/management relations; cross-border trade and environmental policies.
- Arrange travel and meeting schedules for senior level U.S. government visitors to Ontario, including the Ambassador.
- Arrange meetings and support public outreach activities for Consulate officers.
- Participate in Consulate receptions and events hosted by the Consul General and other diplomatic officers.
- Provide administrative support to the Political Economic Section, including word processing, data entry and internet research tasks.
- Update and maintain the Consulates Business facilitation webpage.
- Update and maintain the Political Economic Section's calendar of events.

Qualifications Required:

Experience: Completion of three years of undergraduate study strongly preferred.
Language: Level IV (fluent) speaking/writing/reading English is required.
Knowledge: Excellent computer skills for conducting research on the internet, and working with software such as Microsoft Word and Excel.
Skills/Abilities: Ability to produce excellent results under time pressure and ability to coordinate activities with other offices in the Consulate.

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 24 hours per week. Full time, 40 hours per week, is preferable. 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-for-canadian-citizens-permanent-residents.html

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