



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

Regional Security Office (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 Canada.

Posting Date: December 1, 2014

Application Closing date: Open until filled

Duration: March – September, 2015

**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 a part-time internship for the spring 2015 season in the Regional Security Office. 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 work in the Pan Am Games Security Office at the U.S. Consulate General in Toronto and report directly to the Pan Am Games Security Coordinator. He/She will assist with a variety of tasks, not limited to and including the following:

- Assist with Pan Am and Parapan Games security coordination and logistics
- Assist in completing security surveys
- Assist in updating Post's Emergency Action Plan as it relates to the Pan Am and Parapan Games

Qualifications Required:

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

Language: Excellent English written and oral communication skills.

Knowledge: Knowledge to include planning and management.

Skills/Abilities: Excellent organizational and planning abilities. Working knowledge of Microsoft Word, Excel, PowerPoint, and SharePoint systems. Must be able to work independently in carrying out assigned task. Ability to produce quality reports 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 unpaid internship with a part-time schedule. 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: Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4

By Email: TrtHR@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.