



## 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 International Relations, Government Relations, International Business, Finance or related areas.

Position: Executive Political and Economic – **\*UNPAID INTERNSHIP\***

Posting Date: June 13, 2013

Application Closing date: July 13, 2013

Duration: September – December 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 Vancouver is offering an internship for one student for the fall 2013 in the Political and 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:** Major duties include organizing events, drafting reports and synthesizing analysis on economic and political issues relevant to relations between the United States, British Columbia and the Yukon. Other duties include conducting research and preparing reports on both political and economic issues, including border issues, commercial activity, the environment, energy, transportation, international crime, terrorism, and labor disputes.

### **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:*** Working knowledge of political, economic, commercial and social issues at the federal, provincial and municipal levels in British Columbia and the Yukon.

***Skills/Abilities:*** Excellent organizational, research and writing skills, proficient in conducting internet searches, able to cull information from a variety of sources and summarize only the most important information into a concise report. Must have excellent interpersonal skills, be flexible and possess a strong belief in team work.

### **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:

- 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](mailto: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.*