



VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM

U.S. Mission, Canada

Political Section (Ottawa) *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.

Position: Political Intern – *UNPAID INTERNSHIP*

Posting Date: October 2015 Application Closing date: Open until filled

Duration: Winter/Spring 2016

***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. Embassy in Ottawa is offering an internship for one student for the Winter/Spring 2016 semester in the Political 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 Student Intern will work in the Political Section at the U.S. Embassy in Ottawa. The intern reports directly to the Political Officer. The intern will:

- Conduct research and draft briefing papers and other reports on issues of interest to the U.S. government including: domestic politics, foreign policy, and other topics as assigned.
- Attend events relevant to the Political Section's work, e.g. at Parliament, universities, government agencies, international affairs organizations, etc.
- Participate in receptions and events hosted by the Embassy and other diplomatic missions.
- Provide administrative support to the Political Section.
- Contribute to the Embassy's webpage.
- Update and maintain the Political Section's calendar of events.
- Arrange travel and meeting schedules for U.S. government visitors.
- Arrange meetings and support activities of Embassy officers.

Qualifications Required:

Experience: Completion of three years of undergraduate study in a related field strongly preferred.

Language: Excellent English written and oral communication skills are required.

Knowledge: Excellent computer skills for conducting research on the internet, and working with software such as Microsoft Word, Excel and PowerPoint. Strong knowledge of Canadian federal and provincial political environment and current events.

Skills/Abilities: Ability to produce excellent results under time pressure.

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 have their own medical insurance.

Applicants are expected to commit to an internship of at least 10 weeks in length. 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

*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.