



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

Management 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, Business, Management, Education, Environmental Management, Communications, Public Administration as well as related disciplines.

Posting Date: June 20, 2014

Application Closing date: Open until filled

Duration: September – December, 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 Toronto is offering a part-time internship for the fall 2014 season in the Management 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 work in the Management Section at the U.S. Consulate General in Toronto and report directly to the Management Officer. He/She will assist the Management Section with a variety of tasks, not limited to and including the following:

1. Assist with event coordination, logistics relating to the support of VIP visits.
2. Provide assistance in business operations review.
3. Assist with coordination with other foreign missions present in Toronto.
4. Assist in organization of Toronto medical care information for dissemination to the consulate community.
5. Assist with data gathering.
6. Provide coverage in HR, Finance, Mailroom, and General Services Office as required.

Qualifications Required:

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

Language: Excellent English written and oral communication skills.

Knowledge: Knowledge to include logistics, planning, management, local regulatory requirements, budgets and contracts is helpful but not mandatory.

Skills/Abilities: Familiarity with Microsoft Word and Excel software systems and excellent computer skills for conducting research on the internet. Familiarity with Microsoft Outlook. Ability to produce quality reports and briefings 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 internship of at least ten (10) weeks in length, with a part-time schedule of a minimum 16 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;
- 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.