



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

**Economic and Political Section – Political Analyst Internship (Montreal)  
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 Political Science, Communication, Journalism, International Affairs, Social Sciences, Humanities or related areas.

Posting Date: July 24, 2013

Application closing date: September 23, 2013 for winter term; January 23, 2014 for summer term; May 23, 2014 for fall term

Duration: Minimum 10 weeks

**\*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 Montreal is offering one internship for students per semester (fall, winter, summer) as the political analyst intern. These are unpaid internships; as such, an 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:**

- Provides research and analysis on U.S.-Canada issues and Quebec political developments, with an emphasis on the Montreal region; Drafts reports, cables, and briefing memos, for Consulate, Embassy and Washington officials on topics of interest and based on post reporting plan;
- Helps draft remarks and provides logistical support for consular events and official visits.
- Other duties as assigned by the Political/Economic Specialist.

Work Development Plan: Within the first few weeks, the intern will provide a work development plan proposal determined in conjunction with the supervisor and the university's internship supervisor and based on the intern's interests and objectives. At the end of the internship, the intern is required to submit a 2-page report on his/her experience to the Section.

**Qualifications Required:**

**Studies:** Political Science, communication, journalism, international affairs, social sciences, humanities or related areas. Studies in other fields will also be considered on a case by case basis.

**Experience:** Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.

**Language:** Level IV (fluent) speaking/writing/reading English and French is required.

**Knowledge:** Applicants must possess good knowledge of provincial and local history, politics, and issues and their impact on policymaking between the United States and Canada.

**Skills/Abilities:** Research skills; written and verbal communication skills; organization skills; interpersonal; ability to work as part of a team as well as independently; computer skills; good judgment and problem-solving skills; initiative; flexibility and a sense of humor.

**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

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

- 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 10 weeks in length, with a minimum of 20 hours per week. Full time, 37.5 hours a 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 (Please specify the semester and the section you wish to apply for).
- 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.
- Incomplete applications will not be considered.

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>