

VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM

U.S. Consulate General Vancouver 2018 Summer Internship Opportunity CONSULAR INTERNSHIP *UNPAID INTERNSHIP*

*American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at https://ca.usembassy.gov/jobs/internships-for-u-s-citizens/.

The U.S. Consulate General Vancouver is offering a student internship for the summer 2018 semester (May to August) in the Consular Section.

Opening date: January 12, 2018 Closing date: February 12, 2018

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.

Expand Your Knowledge

Are you interested in Communications, Management, International Business, International Relations, or Political Science? Are you curious about a future career with the Foreign Service, or Canadian Border Services Agency? Consular work offers the perfect environment for academic and professional growth, and exposes you to the inner workings of a government office. Whether through research into matters of citizenship and immigration pertaining to both Canada and the U.S., collection of data on visa fraud trends, analysis of social and economic developments that influence visa applications, or in assisting to coordinate outreach events and information activities on consular matters, this dynamic position offers comprehensive experience in how the Consular section operates, and provides invaluable services to both the Canadian and American public. In turn, your contributions will support and assist Consular staff in their day-to-day operations.

Build Your Skills and Challenge Yourself

This position requires your initiative, willingness to learn, and ability to adapt to support the needs of the department. You may have the opportunity to design intra-agency websites, utilize your oral and written communication skills to create presentations and coordinate social media releases, and hone your computer skills through data analysis and formatting.

Qualifications Required

Experience: Completion of one year of undergraduate study.

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

Knowledge: Excellent computer skills for conducting research and data entry, familiarity with web and graphic design, and proficiency in software such as Microsoft Office.

Skills/Abilities:

- Ability to deal with the public politely and efficiently
- Ability to produce excellent results while meeting deadlines
- Ability to coordinate activities in a busy office with other Consulate staff
- Flexibility, initiative, and an interest in learning
- Mandarin an asset

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be enrolled part-time or more in a university, college, trade school, technical or vocational institute, or comparable recognized educational institute;
- Applicant must be in good academic standing at current educational institute;

Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess his/her own
medical insurance.

Applicants are expected to commit to an internship of at least twelve (12) weeks in length, full time (40 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;
- O 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: Vancouver HR, #107 – 280 Nelson St. Vancouver, B.C. V6B 2E2

By Fax: 604-685-5284

By Email: <u>vancouverhr@state.gov</u>

If you are applying for more than one internship opportunity, you must submit separate applications for each position.

*Application documents can be found online at https://ca.usembassy.gov/jobs/internships-for-canadian-citizens/

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