VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Consulate General Vancouver
2016 Fall Internship Opportunity
CONSULAR INTERNSHIP
UNPAID INTERNSHIP

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled part-time or more in a university, college, trade school, technical or vocational institute, or comparable recognized educational institute in the field of International Relations, Management, International Business, Finance, Environmental Management, Communications, Political Science, Public Administration or related discipline.

Posting Date: Immediate Application Closing Date: Open until filled

Duration: Fall 2016 semester (September to December)

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 students for the Fall 2016 semester in the Consular 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:

- Learn consular (citizen services/visa) regulations and processing steps.
- Assist senior staff with data entry, scanning, printing, and quality control.
- Intake applications for citizen services and/or visas.
- May conduct research on issues of interest to the U.S. government in British Columbia including: Canadian citizenship and immigration matters; matters affecting Americans residing in or visiting British Columbia; trends in foreigners seeking to visit, study, work or invest in the U.S.
- Assist with coordinating outreach events and products to diverse audiences
- Support public outreach and information activities on consular matters.
- Otherwise assist consular staff as needed.

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 on the Internet and data entry, and using software such as Microsoft Word and Excel.

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 and an interest in learning.

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;
- 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 for the duration of the Summer 2016 semester, with a strict minimum of 24 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 institution to participate in the Internship 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: Vancouver HR, #107 – 280 Nelson St. Vancouver, B.C. V6B 2E2

By Email: vancouverhr@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.