

## INTERNSHIP OPPORTUNITY WITH THE CONFERENCE BOARD OF CANADA Ottawa SUMMER 2019

<b>POSITION:</b>	Economic Forecasting and Analysis Intern
<b>LOCATION:</b>	Ottawa, ON
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	The Conference Board of Canada is recognized worldwide for its expertise in economic forecasting, modelling and analysis. The Forecasting and Analysis group provides quarterly national, provincial and metropolitan economic forecasts to help our customers understand and anticipate the short and long-term trends in the domestic economic environment
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>- Conduct quantitative research and related activities, in topics such as economic forecasting, economic impact analysis, benchmarking, and policy analysis.</li> <li>- Conduct literature reviews.</li> <li>- Collect, review, and analyze data.</li> <li>- Gather data and build databases.</li> <li>- Produce charts and tables.</li> <li>- Assist in preparing written reports, articles, commentaries and blogs, and Power Point presentations.</li> <li>- Actively contribute and participate in a dynamic and highly productive team environment.</li> </ul> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION'S REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>- Enrolled in an economics degree program or/and pursuing a Master's degree in Economics.</li> <li>- Has an interest in gaining experience and exposure into a career in economic analysis and forecasting.</li> <li>- Ability to discuss and apply economic principles and theory.</li> <li>- Highly organized with project management skills (i.e.: establishing goals, priorities, and deadlines and delivering on expected outcomes).</li> <li>- Well-developed analytical as well as oral and written communication skills.</li> <li>- Some experience/exposure to EViews would be an asset.</li> </ul>
<b>HOURS:</b>	From two days per week (14 hours/week) up to full time (35 hours)
<b>DATES:</b>	<b>May to August 2019</b>
<b>REMUNERATION:</b>	Paid
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings/application">https://www.mcgill.ca/arts-internships/internships/postings/application</a>
<b>DEADLINE TO APPLY:</b>	<b>March 11, 2019</b>
<b>CITIZENSHIP REQUIREMENTS:</b>	Canadian Citizen or permanent resident of Canada
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- McGill Faculty of Arts student (completed 60 credits)</li> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the fall semester following the internship</li> <li>- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> </ul>
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMMODATION:</b>	Finding suitable lodging during the internship is the responsibility of the intern.

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<b>WORKSHOPS:</b>	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> <li>- Faculty of Arts Interns Meeting (All internships)</li> <li>- Cross-Cultural Workshop (Internships outside of Canada, the U.S &amp; Europe)</li> <li>- Success in a Professional Environment (Internships in an office setting)</li> <li>- University-Wide Pre-Departure Session (Internships outside of Canada)</li> <li>- Interns Responsibilities and Guidelines (All internships)</li> <li>- International Internship Debriefing Session (Internships outside of Canada, the U.S &amp; Europe)</li> </ul>
<b>HEALTH &amp; SAFETY:</b>	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a></p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
<b>ENTRY REQUIREMENTS:</b>	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration*