

## INTERNSHIP OPPORTUNITY WITH FULBRIGHT CANADA SUMMER 2019

<b>POSITION:</b>	Communications and Research Assistant
<b>LOCATION:</b>	Ottawa, Ontario
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	Fulbright Canada was created to encourage mutual understanding between Canada and the United States of America through academic and cultural exchange. Fulbright Canada is supported by the Canadian Government, through Global Affairs Canada, by the United States Government, through the Department of State, and by a diverse group of corporate sponsors, charitable trusts, and university partners. <a href="http://www.fulbright.ca">www.fulbright.ca</a>
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>- Prepare articles, blog posts, and website content.</li> <li>- Gather data and prepare formal organizational reports.</li> <li>- Assist with events hosted and attended by Fulbright Canada</li> <li>- Contribute to the dynamic team and organizational needs as they arise.</li> <li>- The student's key goal will be to find dynamic and effective ways to tell stories about the organization and the people it engages.</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>- Strong writing and communication skills.</li> <li>- Strong analytical and research skills.</li> <li>- Strong work ethic (organized and meets deadlines).</li> <li>- Some experience with creative writing, digital story-telling , photography, or videography,</li> <li>- An interest in gaining experience and exposure to public affairs, communications, the not-for-profit sector, and higher-education.</li> </ul>
<b>HOURS:</b>	Full time
<b>DATES:</b>	<b>May 6 – July 26, 2019</b>
<b>REMUNERATION:</b>	\$15 per hour
<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>February 11, 2019</b>
<b>CITIZENSHIP REQUIREMENTS:</b>	Canadian Citizen
<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.

<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*