



Foundation for Educational
Exchange Between Canada and
the United States of America



Fondation pour les échanges
éducatifs entre le Canada et
les États-Unis d'Amérique

INTERNSHIP OPPORTUNITY WITH FULBRIGHT CANADA SUMMER 2018

Fulbright Canada is pleased to offer a summer internship opportunity for a McGill University Student. The internship will offer an exceptional practical learning experience for a student interested in networking and gaining experience in professional communications, in the context of a joint, bi-national, treaty-based organization.

POSITION: Communications and Research Assistant

LOCATION: Ottawa, Ontario

DESCRIPTION OF THE HOST ORGANIZATION:

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.

INTERN'S DUTIES & RESPONSIBILITIES:

The specific work and tasks will be determined based on the priorities and relative strengths of the candidate along with some consideration of the projects in progress during the period of the internship. The successful candidate will be expected to assist with various aspects of research, content development, and writing required for Fulbright Canada's communications and outreach goals. The student's key goal will be to find dynamic and effective ways to tell stories about the organization and the people it engages.

Specific activities include:

- assisting in preparing articles, blog posts, and website content,
- assisting in gathering data and preparing formal organizational reports,
- assisting with events hosted and attended by Fulbright Canada, and
- contributing to the dynamic team and organizational needs as they arise.

More information can be found by visiting www.fulbright.ca.

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.

HOST ORGANIZATION REQUIREMENTS:

- strong writing and communication skills,
- strong analytical and research skills,
- strong work ethic (organized and meets deadlines),
- some experience with creative writing, digital story-telling , photography, or videography, and
- an interest in gaining experience and exposure to public affairs, communications, the not-for-profit sector, and higher-education.

The intern's duties and projects may not be as listed. These will depend on the needs of the host organization.

HOURS: Full-time, normally 35-40 hours per week. Monday to Friday

REMUNERATION: \$15 per hour, based on hours worked

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadlines:

International internships: November 20, 2017. Canada & US internships: January 29, 2018

All internships will run for twelve weeks from May 7th to July 27th, 2018.**ELIGIBILITY:**

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

COSTS: The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

TRAVEL ARRANGEMENTS: Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

ACCOMMODATIONS: Finding suitable lodging during the internship is the responsibility of the intern.

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..

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. http://www.voyage.gc.ca/countries_pays/menu-eng.asp

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.

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.

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.

ENTRY REQUIREMENTS:

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.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.