

# FOUNDATION FOR EDUCATIONAL EXCHANGE BETWEEN CANADA AND THE UNITED STATES OF AMERICA (FULBRIGHT CANADA)

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**Number of Placements:** 1

**Placement Site:** Ottawa, Canada

**URL:** <http://www.fulbright.ca>

## **Field/Subject Area:**

Open to all York students who meet the eligibility criteria

## **Position Description:**

(Given the fluid nature of the work at this organization, the job description of the incoming intern is subject to change.) The intern will assist the program officers with execution of key projects relating to our core academic exchange programs.

## **Specific tasks will include:**

- Coordinating the fall orientation programming (2 days in Ottawa that include academic and cultural activities) for incoming American Fulbright students and scholars;
- Supporting multiple aspects of Fulbright and Killam programming, including communications strategy development and database management;
- Special Research Projects.

**Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.**

**Expected work hours:** 9am to 5pm, Monday to Friday

**Preferred start date:** First week of June preferably, but very flexible

**Qualifications/skills required:**

- Basic administrative skills (familiarity with Windows operating system and software)
- Ability to work independently
- Excellent attention to detail
- Broad understanding of Canada-US relations and higher education

**Language requirements:**

English

**Highlights of Organization/background information:**

The Foundation for Educational Exchange between Canada and the United States of America is a binational commission founded by the Canadian and US governments in 1990 to encourage mutual understanding between the peoples of the United States and Canada through educational exchanges. The Foundation is headquartered in Ottawa, and administers the Canada-US Fulbright Program and the Killam Fellowships Program. The Fulbright Program provides exchange opportunities for professors, graduate students, and professionals to conduct research, teach, or study across the border. The Killam Fellowships Program provides grants to undergraduate students to study across the border.