

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

Number of Placements: 1

Placement Site: Ottawa, Canada

Website: <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:

- Assisting in the planning, management, and coordination of the Fall Orientation programming (2 days in Ottawa that include academic and cultural activities) for incoming American Fulbright students and scholars, and for incoming American and Canadian Killam Fellows;
- Supporting multiple aspects of Fulbright and Killam programming, including communications 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 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-U.S. 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 (Fulbright Canada) is a binational commission founded by the Canadian and U.S. governments in 1990 to encourage mutual understanding between the peoples of the United States and Canada through educational exchanges. Fulbright Canada is headquartered in Ottawa, and administers The Canada-U.S. Fulbright Program and the Killam Fellowships Program. Fulbright Canada operates on the principle of reciprocal exchange and provides opportunities for undergraduate students, graduate students, professors, and professionals to study, conduct research, or teach across the border.