Internship Placement Job Description

York International kindly asks that you complete this form with as much detail as possible to ensure a meaningful internship experience for York student interns and enable their positive contributions to your organization. Experience has shown that the more specific you can be with the details of what is expected, the greater the satisfaction of all parties.

Many thanks, and please do not hesitate to ask any questions you may have.

The Global Internships Team

**THE HOST ORGANIZATION**

**Name of Organization:** Foundation for Educational Exchange between Canada and the United States of America **(Fulbright Canada: operating name)**

**Organization/project website:** www.fulbright.ca

**Local Address:** #2015 - 350 Albert Street, Ottawa, ON, K1R 1A4

**Description of Organization:** The Foundation for Educational Exchange between Canada and the United States of America (Fulbright Canada) is a bi-national entity founded by the Canadian and U.S. governments in 1990 to encourage mutual understanding between the people of the United States and Canada through educational exchanges. Fulbright Canada is headquartered in Ottawa and administers the prestigious Fulbright Program in Canada 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 in another country.

**CONTACT AT THE HOST ORGANIZATION**

**Name of Contact Person:** Ava Kovats

**Title:** Director, Finance, HR and Administration

**Phone:** 613.688.5515

**E-mail:** akovats@fulbright.ca

**Name of Mentor/Supervisor (if different from above):** Brad Hector

**Title:** Director of Programs

**Phone:** 613.688.5511

**E-mail:** behector@fulbright.ca

**JOB DESCRIPTION**

**Proposed Internship Site (location):** Ottawa, ON, Canada

**Internship Position Title:** York University Global Intern

**Brief Job Description (outlining role of an intern in organization/project):**

Successful candidate will work with our program team. The intern will join the program officers to execute critical projects relating to annual orientation.

**Please list specific tasks or projects the intern will be expected to complete during the internship**:

Intern 1:

* 1. Assist in the planning and coordination of Fulbright Canada’s Ottawa Fall Orientation in September 2024.
  2. Work with the Program team to support our 2024-2025 Fulbright students and scholars and our Killam grantees.

**Skill set – Please list the skills you expect interns to arrive with. This list can include language proficiency, hard skills (i.e., web design, Geographic Information Systems, participatory theatre), and soft skills (i.e., facilitation, team player, ability to work independently)**

* Basic administrative skills.
* Familiarity with productivity software, including MS Office, Google, Zoom, & Adobe CS.
* Ability to work independently, including team work.
* Excellent organizational skills and attention to detail.

**Please indicate if there are specific** [**York University programs**](https://futurestudents.yorku.ca/program-search) **from which you like to recruit interns:**

No one program particularly. We have had fantastic interns from all corners of the university.

**What knowledge should the intern have before arrival? Please identify historical, social, political, ideological issues (i.e., human rights, art history, popular theatre, etc.).**

Broad understanding of Canada-U.S. relations and the higher education sector.   
Most importantly, the intern should be positive and demonstrate a willingness to learn.

**Expected hours of daily work:** 9:00 am-5:00 pm *(flexible summer hours available)*

**Expected days of work:** Monday-Friday

**The internship will be for three months, between May and August. Please indicate if you have a preferred starting date for the intern during this period.**

The first week of June preferably, but flexible.

**Would you assist the intern(s) in finding accommodation? If yes, please provide details.**

Yes, we can make recommendations and connect the intern with appropriate contacts.

**SELECTION PROCESS**

**York University conducts a competitive selection process. Please let us know how you would like to participate in this process.**

* **Would you like to receive a copy of all applications received for the internship and send a shortlist of candidates?**

Yes, both.

* **If yes, when would you need to receive the applications?**

Mid to late March 2024

* **Would you like to participate in the interview process?**

Yes

* **Other comments:**

**Thank you for your cooperation!**