

Internship Opportunity with Smithsonian Tropical Research Institute (STRI) Summer 2011

POSITION TITLE: Environmental Education Assistant

LOCATION: Colon, Panama

DESCRIPTION OF HOST ORGANIZATION:

The internship will take place at the Punta Galeta marine laboratory of STRI, located on the Caribbean coast of Panama in the Province of Colon. It was established in 1964. The main priority is research, but we also value communicating the results of this research to non-scientific audiences in order to increase awareness and understanding of the natural world. The station is a place where individuals can increase their awareness and appreciation of coastal and marine environments in Panama and nearby regions of South and Central America. Its goal is to increase public understanding of Panama's past and present coastal environments and promote their conservation. It is also meant to demonstrate how scientific discoveries both improve our understanding and deepen our appreciation of the natural world.

INTERN'S DUTIES/JOB DESCRIPTION:

The intern's mandate will be to assist the staff in the development and functioning of the educational program of the research center. Selected interns are expected to lead tours of the station with local and international visitors and develop environmental education tools adapted to the general public on the environmental issues of interest to the exhibit center. Interns may also have the opportunity to participate in ongoing research projects at the station.

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

REQUIREMENTS:

- Students with a background in Environmental Sciences, Geography, IDS, Education
- Experience and/or a strong interest in conservation and environmental issues.
- Fluent Spanish
- Strong interpersonal skills
- McGill U2 or U3 Arts student specializing in Political Science, Economics, International Development Studies, International Relations, or other relevant fields;
- The intern must bring her or his own laptop.
- Minimum GPA of 3.0
- Returning to McGill full-time in the fall
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns at www.mcgill.ca/arts-internships/forms

HOURS: The intern can expect to work full time from May 16th to August 6th, 2011.

REMUNERATION: Unpaid internship

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

Interns will pay \$13/day USD for accommodations at the Institute and will have access to markets to purchase food and kitchenettes to prepare meals. Students should budget approximately \$650/month USD to cover accommodations and meals.

Successful applicants will be eligible to apply for Faculty of Arts Internship Awards.
See <http://www.mcgill.ca/arts-internships/awards/apply> for more information.

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

HOW TO APPLY: Students must submit both electronic applications by e-mail and hard copies in person.
In person, to Leacock room 307:

- One copy of the application form
- Cover Letter addressed to Anne Turner, explaining your motivations for applying and why you are a good candidate. One page max.
- C.V. (résumé)
- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva in advance)

By e-mail to aio@mcgill.ca from your Official McGill E-mail Address:

- The application form saved as firstname.lastname_Application.doc
- Cover Letter and C.V.
- **Guidelines:**
Please submit your CV and Cover Letter together in one document.
Please use the following file-name format: firstname.lastname_CV
(ex.: james.mcgill_CV.doc or james.mcgill_CV.pdf)
The AIO will only consider applications received from students' official McGill e-mail accounts

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).

EXTENDED APPLICATION DEADLINE: March 9, 2011

FOR MORE INFORMATION

Anne Turner, Internship Officer
Faculty of Arts, McGill University
Leacock Building, Room 307
(514) 398-2916
anne.turner@mcgill.ca

Important Information – please read prior to applying for this internship:

All applicants should consult the Department of Foreign Affairs and International Trade Canada (DFAIT) Travel Reports for the internship host country prior to applying for this internship.
http://www.voyage.gc.ca/countries_pays/menu-eng.asp

HEALTH AND SAFETY:

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.

Students should consult DFAIT's travel reports for health and safety information:

http://www.voyage.gc.ca/countries_pays/menu-eng.asp

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.

Students should consult DFAIT's travel reports for information on country entry requirements

http://www.voyage.gc.ca/countries_pays/menu-eng.asp

INTERNATIONAL INTERNSHIP TRAINING MODULE:

Successful candidates are required to attend the following sessions:

- University-Wide International Travel Pre-Departure Session – March 2011 (Date/Time TBA)
- Faculty of Arts Interns Information Session – March 17 (evening session)
- Regional information meeting with AIO staff (March, Date/Time TBA)
- International Internship Preparedness Workshop – April 30 or May 1 (one-day session)
- International Internship Debriefing Session – September 2011 (Date/Time TBA)