

INTERNSHIP OPPORTUNITY WITH THE EMBASSY OF CANADA TO GERMANY (Commercial Section) SUMMER 2021

POSITION:	Commercial Section Remote Intern
LOCATION:	Leipziger Platz 17, 10117 Berlin, Germany (remote)
DESCRIPTION OF HOST ORGANIZATION:	Canadian embassy in Germany offering a wide range of services.
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Assisting Trade Commissioners to manage projects related to foreign investment, trade relations and science, technology and innovation cooperation with Germany. - Preparation of market information and reports, as well as presentations. - Analysing industry and sector issues; researching and providing relevant background information to the Trade Commissioners for use with clients and senior officials. - Examination of current events and their implications for German, European and Canadian interests. - Support in the preparation and execution of events, including bilateral visits.
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Minimum of 2-3 years of undergraduate studies in the field of business, economics, or any related discipline; for those wishing to work with our science and technology group, candidates studying science or engineering will also be considered. - Excellent written and verbal communication skills in English; French is an asset. - Excellent written and verbal communication skills in German (e.g. ability to liaise in writing and orally with partner organisations regarding planning and organising events, ability to read company information in German and summarise this in English). - Team player with initiative, and strong communication skills. - Good organizational and priority-setting skills. - Practical experience and/or academic knowledge of German institutions would be an asset.
HOURS:	Full time, specific hours TBD (remote)
DATES:	4 Months starting April/May, 2021
REMUNERATION:	Remuneration will be based on the Treasury Board guidelines for Student Rates of Pay found at https://www.canada.ca/en/treasury-board-secretariat/services/pay/rates-pay/student-rates-pay.html .
HOW TO APPLY:	<ul style="list-style-type: none"> - Candidates should submit their application to ion@mcgill.ca. - In addition to the CV, a one-page letter of motivation in either English or French is required. - The successful candidate is responsible for obtaining the necessary work permit for Germany, as well as for all travel and living arrangements. - The successful candidate must be reachable after the interview by email and cooperate on a regular basis in order to finalize the contract and to obtain the necessary security clearance. These procedures may take several weeks.
DEADLINE TO APPLY:	January 4, 2021 12PM (noon) Eastern Time
CITIZENSHIP REQUIREMENTS:	Preference will be given to candidates with Canadian citizenship.
ELIGIBILITY:	<ul style="list-style-type: none"> - You must be registered as a full-time at the time of the internship. - You must be receiving academic credit for the internship. - McGill Faculty of Arts student (completed 60 credits). - Minimum CGPA of 2.7.

	<ul style="list-style-type: none">- Returning to McGill in the fall semester following the internship.- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources (under General Resources -> Handbook).
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Please Note:

Only shortlisted candidates will be contacted.

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.