



## EU-Canada Graduate Internship (Brussels, Ottawa)

*Canada-Europe Transatlantic Dialogue: Strategic Knowledge Cluster*

*Web: [canada-europe-dialogue.ca/youth-opportunities](http://canada-europe-dialogue.ca/youth-opportunities)*

The Centre for European Studies at Carleton University invites applications for a graduate student internship. The internship is sponsored by the *Canada-Europe Transatlantic Dialogue* (CETD) ([canada-europe-dialogue.ca](http://canada-europe-dialogue.ca)), which is funded by the Social Sciences and Humanities Research Council of Canada (SSHRC) under the Strategic Knowledge Clusters program.

The internship will involve a 3.5 to 4 month internship (full-time) in Brussels beginning no later than April 23, 2012, followed by a 4-month part-time internship at Carleton University. In Brussels, the intern will be located either at the Canadian Mission to the European Union (working with Mission staff in the Commerce or Agriculture Sections) or in a non-governmental organization (NGO) that is partnering with CETD in Brussels working for them 60% of the time. The internship at the Canadian Mission would involve assisting with daily work of the Mission; attending and reporting on conferences, briefings by the Commission, Council, Parliament; and background research on issues related to the Canada-EU relationship. The remaining 40% of the time in Brussels (concentrated in the first two months) the intern will work with the EU Study Tour and Internship Programme (coordinating logistics, supervising students, providing administrative assistance; the intern will de facto have the opportunity to participate fully in the Study Tour). For more information on the Tour, please visit [www.carleton.ca/ces/news/eu-study-tour-may-6-26-2012](http://www.carleton.ca/ces/news/eu-study-tour-may-6-26-2012). During the Canadian portion of the internship the intern will assist CETD staff with a variety of organizational and research tasks.

Mandatory requirements for the internship include:

- Canadian citizenship
- Excellent written and verbal communications skills in English and French
- Currently enrolled in a Masters degree program at Carleton, and preferably returning to Masters studies in September 2012
- The successful applicant will be required to have an 'enhanced reliability' security clearance before the internship commences for work at the Canadian Mission
- The successful applicant must apply for and receive a Working Holiday Program Visa

Internship attributes (preferred knowledge, skills, background) include:

- recently graduated from university with a Bachelor's degree
- for work at the Canadian Mission the Bachelor's degree should be in economics, trade, business, finance, environment, agriculture or fisheries, or the applicant should have subsequent graduate work providing knowledge relevant to the internship placement as mentioned above; for placement at the NGO partner in Brussels the BA may be in political science, humanities or a related discipline;
- practical and or academic knowledge of EU institutions will be considered an asset
- good organizational and priority-setting skills
- good "people" skills and the ability to relate well to student participants in a variety of situations
- team player with initiative and strong research and analytical skills
- highly motivated and interested in pursuing a career in international affairs

The stipend for the European part of the internship, which is not expected to cover all living expenses, will be \$4000 (full time work), plus \$1000 to help cover transatlantic travel costs. For the portion of the internship at Carleton, a stipend of \$4000 is offered for a total time commitment of approximately 200 hours of work.

Applications should include:

- a letter explaining the reasons for interest in the position, outlining relevant experience or qualifications, and explaining how the internship will fit into the applicant's academic or career plans.
- a resume, highlighting qualifications or experience relevant to the internship, as described above
- two confidential academic reference letters
- a transcript covering the two most recent years of study

Consideration of applicants for the position involves a multistage selection process involving CETD, the EU Study Tour and Internship Programme, with final selection by the interning organization (i.e., the Canadian Mission or the NGO partner) in Brussels; accordingly, by submitting an application to us you agree that your materials will be provided to these organizations for evaluation for the position. For further information about the internship please contact Prof. Joan DeBardeleben at **joan\_debardeleben@carleton.ca**.

Please submit application materials electronically by **noon on February 16, 2012** to Natasha Joukovskaia, CES Manager at **natasha\_joukovskaia@carleton.ca**  
Reference letters must be emailed directly from your referees to the same email address.

Transcripts should be mailed or delivered directly to Natasha Joukovskaia, Centre for European Studies, Carleton University, 1103 Dunton Tower, 1125 Colonel By Drive, Ottawa, ON K1S 5B6