

# 2016 EU-Canada Graduate Internship (Brussels)

*Canada-Europe Transatlantic Dialogue: Strategic Knowledge Cluster*

[labs.carleton.ca/canadaeurope/youth-opportunities](http://labs.carleton.ca/canadaeurope/youth-opportunities)

The *Canada-Europe Transatlantic Dialogue* (CETD) (<http://labs.carleton.ca/canadaeurope/>)\* invites applications for a graduate student internship. Graduate students enrolled at CETD partner institutions (Carleton University, University of British Columbia, Dalhousie University, University of Montreal, McGill University, and University of Victoria) are eligible to apply.

The internship will commence in Canada on April 1, 2016 on a part-time basis (maximum 20 hours in April, but may be less) and the intern shall be available for full-time duty in Brussels (and other locations visited by the Tour) from May 4 to June 30, 2016. During this time period, the intern will provide assistance in the preparation and operation of the EU Study Tour & Internship Program (EUST&IP) (May 8-28, 2016), as well as follow-up activities. The assistance provided to the EU Study Tour and Internship Program will be under the direction of the Director, EUST&IP. The full-time internship in Brussels may be followed by a two-month part-time internship at Carleton University. Work in Canada may also include organizational and research support for activities of CETD, as well as follow-up work for EUST&IP.

Duties for the EUST&IP will involve coordinating logistics, supervising students, and providing administrative assistance; the intern will de facto have the opportunity to participate fully in the Study Tour and will travel with the Tour to locations outside of Brussels (e.g., Strasbourg, Luxembourg, Frankfurt). For more information on the Tour, please visit <https://www.capilanou.ca/europa/>.

Mandatory requirements for the internship include:

- Excellent written and verbal communications skills in English
- Ability to read and converse at an advanced level in French
- Current enrolment in a Master's Degree program and preferably returning to Master's studies in September 2016
- Meeting visa and insurance (medical, personal injury, and personal liability) requirements of the host country and of EUST&IP (to be discussed with the successful candidate)

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

- Practical and/or academic knowledge of EU institutions; previous completion of the EU Study Tour 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
- Strong research and analytical skills
- Highly motivated and interested in pursuing a career in international affairs

Accommodations (but not meals) will be provided for the intern for the period in Brussels until May 29, but following that, the intern must find his/her own housing for the remainder of the stay in Brussels. For the period in Brussels, the intern will be provided with a stipend of \$3000 to help cover these housing costs and other living expenses. The intern will also be granted up to a \$1200 reimbursement (against ticket receipts) for travel expenses to Brussels. Following the return to Canada, the intern may work on a part-time basis for CETD for an additional two months at Carleton University. The maximum monthly

stipend for the internship in Canada will be \$800, based on hours worked, with a maximum number of hours per month of work of 40 hours.

Applications should include:

- a letter explaining the reasons for interest in the position, outlining relevant experience and 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 and EUST&IP; accordingly, by submitting an application to us, you agree that your materials will be provided to EUST&IP for evaluation for the position. For further information about the internship, please contact Prof. Joan DeBardeleben at [joan.debardeleben@carleton.ca](mailto:joan.debardeleben@carleton.ca).

Please submit your application with required materials electronically no later than **5 February 2016** to [CanadaEU@carleton.ca](mailto:CanadaEU@carleton.ca). All materials, except letters of reference, should be included as attachments in a single email with the title line "EU-Canada Internship Application YOUR NAME." The email should include scanned copies of transcripts; official copies may be requested later. Reference letters must be emailed directly from your referees to the same email address ([CanadaEU@carleton.ca](mailto:CanadaEU@carleton.ca)) with the title line "EU-Canada Internship Reference APPLICANT NAME."

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