



A non-partisan educational initiative of the
Canadian Political Science Association

Call for Applications for the Position of Director of the Parliamentary Internship Programme (PIP)

The **Canadian Political Science Association (CPSA)** invites applications for the position of **Director** of the **Parliamentary Internship Programme (PIP)**. Established in 1969, the PIP is the premier internship programme on Parliament Hill and places ten outstanding recent graduates every year in the offices of Members of the House of Commons. The programme is administered by the CPSA with the support of the **House of Commons** and leading **public and private sponsors**.

The Director serves as the administrative and academic head of the programme. Amongst other duties, the Director is responsible for programme governance and management; recruitment and selection of interns; academic programming and learning; organizing study trips; and sponsor recruitment and relations. The position requires flexible hours equal to five days a week, with an annual salary to be negotiated. While the position includes access to House of Commons meetings rooms, dedicated office space is not provided.

The anticipated position start date is July 1, 2020, ending on June 30, 2023; possible contract extension.

Paid training start date: Thursday, May 14, 2020.

The successful applicant is expected to maintain and build on the PIP's longstanding success as the preeminent internship programme on Parliament Hill. The successful applicant will recruit and oversee a diverse and outstanding group of interns every year and will be responsible for the day-to-day professional administration of the programme in cooperation with House of Commons and CPSA staff. The successful applicant will oversee the mentoring and academic aspects of the programme, and maintain and renew the excellent pool of sponsors who generously support the programme. The ability to administer the programme at all times in a non-partisan manner and to retain the confidence of its diverse stakeholders is critical to the success of the Director and programme as a whole.

Applicants must demonstrate the following qualifications:

- A PhD or equivalent in political science or a related discipline. Applicants with other advanced degrees or equivalent experience may also be considered;
- A strong applied knowledge of the Canadian parliamentary system of government, ideally acquired through graduate training and/or professional experience with the Parliament of Canada;
- Commitment to advancing academic knowledge of Parliament and the ability to play a key role in advancing the academic learning experiences of interns;
- Fluency in both official languages;
- Excellent professional and administrative skills;
- Strong interpersonal skills and overall tact and diplomacy;
- A commitment to professional and personal non-partisanship and the ability to retain the confidence of stakeholders in this regard;
- The ability to maintain flexible hours as required;
- The ability to provide their own day-to-day office space.

A more extensive outline of projected duties for the position is available upon request from:

Dr. Silvina L. Danesi
Executive Director
Canadian Political Science Association
pip-psp2020@cpsa-acsp.ca

For more information on the programme in general, visit pip-psp.org

Applications consisting of a **cover letter** that outlines the applicant's ability to meet the above requirements and a **C.V.**, as well as **two letters of reference** under separate cover, should be forwarded electronically to:

PIP Director Selection Committee
Canadian Political Science Association
pip-psp2020@cpsa-acsp.ca

Submission Deadline: February 28, 2020.

Review of applications will commence **March 2, 2020, and will close when the position is filled.**