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ATSSC Internships 2026 New Hiring

Hiring organization
Administrative Tribunals Support Service of Canada

Employment Type
Intern

Duration of employment
3 Months

Industry
Government

Job Location
Toronto, Ontario, Canada, M5B, Toronto , Ontario, Canada

Working Hours
09

Date posted
August 5, 2026

Valid through
30.10.2026

Description

The ATSSC Internship Program is designed to provide an enriching and valuable experience for individuals interested in the field of administrative law and government services. As an ATSSC Intern, you will have the opportunity to gain practical, hands-on experience and contribute to the functioning of federal administrative tribunals. This internship program is open to students, recent graduates, or individuals seeking to explore a career in public service.

Responsibilities

- **Research and Analysis:** Conduct research on various legal and administrative matters relevant to the operations of federal administrative tribunals. Analyze case law, legislation, and policy documents to provide insights to the tribunals.
- **Support Tribunal Operations:** Assist in tribunal hearings, preparation of case materials, and administrative tasks. Collaborate with tribunal members and staff to ensure the smooth running of proceedings.
- **Administrative Support:** Provide administrative support to the ATSSC team, including document management, data entry, and maintaining records. Assist in the organization of tribunal meetings and events.
- **Communication:** Draft and review correspondence, reports, and other documents. Assist in communication with tribunal stakeholders, government agencies, and the public.
- **Professional Development:** Attend training sessions, workshops, and presentations to enhance your knowledge of administrative law and the functioning of government tribunals.
- **Special Projects:** Participate in special projects and initiatives as assigned, offering you an opportunity to make a meaningful contribution to ATSSC's mission.

Qualifications

- Enrollment in or recent graduation from a recognized post-secondary institution in a relevant field (e.g., law, public administration, political science, or a related discipline).
- Strong research and analytical skills.
- Excellent communication skills, both written and verbal.
- Proficiency in using standard office software (e.g., Microsoft Office).
- A strong commitment to professionalism, integrity, and ethical conduct.
- Interest in administrative law, public service, and the Canadian legal system.

Job Benefits

- Valuable experience in the field of administrative law and government services.
- Mentorship and guidance from experienced professionals.
- Exposure to the workings of federal administrative tribunals.

- Networking opportunities within the public service.
- A competitive stipend or compensation package, as specified for the internship duration.

Contacts

1. **Prepare Your Application Documents:**
    - Create a professional resume that highlights your relevant education, skills, and experiences.
    - Write a cover letter expressing your interest in the ATSSC Internship Program and explaining how your qualifications align with the position's responsibilities.
2. **Review the Application Deadline:**
    - Check the application deadline mentioned in the job description. Make sure you submit your application before this deadline.
3. **Gather Relevant Documentation:**
    - Collect any additional documents or certificates that may be required, depending on the specific requirements mentioned in the job description. This could include transcripts, reference letters, or writing samples.
4. **Submit Your Application:**
    - Identify the designated method for application submission. This information is typically provided in the job posting. It may involve one or more of the following options:
        - Online Application Portal: Many government departments use online application portals. Visit the ATSSC's official website or the government's job portal to find the specific application form.
        - Email Application: If the job description provides an email address for applications, attach your resume, cover letter, and any other required documents and send them to the provided email address.
        - Mail or In-Person Submission: In some cases, applications may be accepted via regular mail or in-person drop-off. Ensure you follow the instructions accurately if this method is specified.
5. **Complete the Application Form:**
    - If you are using an online application portal, carefully complete all required fields. Follow the provided instructions for uploading your documents.
6. **Double-Check Your Application:**
    - Review your application for accuracy and completeness. Ensure that your resume, cover letter, and any other documents are well-formatted, and there are no errors or omissions.
7. **Submit Your Application:**
    - Submit your application using the chosen method. If you're using an online portal, make sure to follow the submission process to confirm your application has been received.
8. **Confirmation and Follow-Up:**
    - After submission, you may receive a confirmation email or notification. Keep a record of this confirmation for your records.
9. **Wait for a Response:**
    - The ATSSC will review applications and may contact you for further steps in the selection process, such as interviews or assessments.
10. **Prepare for Interviews or Assessments:**
    - If you are selected for an interview or assessment, prepare accordingly by researching the ATSSC, the role, and being ready to

discuss your qualifications and experiences.

11. **Follow Up:**
    - If you do not receive a response within a reasonable timeframe after the application deadline has passed, consider reaching out to the ATSSC's contact information provided in the job description to inquire about the status of your application.