

Position Vacancy

Student Intern (Public Affairs Section / Tokyo)

OPEN TO: Undergraduate/Graduate students (**non-U.S. citizen students**)
POSITIONS: Student Intern
OPENING DATE: December 15, 2015
CLOSING DATE: January 15, 2016
WORK HOURS: Part-time, minimum 16 hours/week
LENGTH OF HIRE: 6 months / February 2016 through August 2016

The Cultural Affairs Office is seeking one to two undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

U.S. citizen students are not eligible for this position; they must apply for a different program through the State Department Student Internship Program: www.state.gov

Major Duties:

1. Help organize programs, seminars and meetings taking place at the American Center Japan (ACJ) and at external venues. Assist staff by manning reception desk, helping with interactive sessions, and through photography and videography of programs.
2. Assist in drafting social media and web content to promote programs before and after they occur.
3. Under supervision of cultural programming staff, assist in identifying relevant audiences for speaker programs and in researching potential speakers.
4. Assist in developing program and event ideas for Japanese audiences to foster understanding of American people, culture, and policies on social issues and to promote study in the United States.
5. Other duties as assigned.

Qualification Required:

1. Good knowledge of American culture, U.S.-Japan relations, international issues and politics, and social issues.
2. Good working knowledge of major social media platform.
3. Proficient online research capabilities.
4. Basic computer skills.
5. Level III* (good working knowledge) English and Level IV* (fluent) Japanese.
6. Excellent communication skills (verbal and written).

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. **Application form (DS-174/Read-only file)
2. Copy of transcript from your undergraduate/graduate school
3. Language proficiency test score
4. **Statement of interest in Japanese and English (typed).
5. Students must be at least 18 years old at the time of employment.
6. Applications must be post marked by/on the closing date.

** Application form and Statement of Interest Form are available at
<http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

WHERE TO APPLY:

Mailing Address: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420