

Position Vacancy

## **Student Intern (Osaka/American Citizens Services)**

**OPEN TO:** Undergraduate/Graduate student (non-U.S. citizens)  
**POSITIONS:** Student Intern (Osaka/American Citizen Services Unit)  
**OPENING DATE:** October 2, 2015  
**CLOSING DATE:** **November 3, 2015 (deadline extended)**  
**WORK HOURS:** Part-time, 20 hours/week  
**LENGTH OF HIRE:** November 2015 through February 2016

The U.S. Consulate in Osaka-Kobe is seeing an undergraduate/graduate student, resident in the greater Osaka-Kobe area, for an unpaid internship.

### **MAJOR DUTIES:**

A student intern is in charge of passport application and Consular Report of Birth Abroad data entry, notarial document preparation, customer care via phone and email, correspondence, prison visit logistical and translation support.

### **QUALIFICATIONS REQUIRED:**

1. Level IV\* (Fluent) Japanese and Level III\* (Good Working Knowledge) English.
2. Good customer service skills.
3. Familiarity with Word, Excel, and Outlook.

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

### **ADDITIONAL SELECTION CRITERIA:**

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.

### **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

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

### **SUBMIT APPLICATION BY POST OR BY FAX TO:**

Human Resources Office, U.S. Embassy Tokyo  
Address: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Fax: 03-3224-5818