

Position Vacancy

## Student Intern (Federal Aviation Administration)

**OPEN TO:** Undergraduate/Graduate students (**non-U.S. citizen students**)  
**POSITIONS:** Student Intern  
**OPENING DATE:** July 12, 2016  
**CLOSING DATE:** July 26, 2016  
**WORK HOURS:** Part-time, minimum 12 hours/week; at least 3 days per week expected (more hours may be available if desired.)  
**LENGTH OF HIRE:** 6 months /September 2016 through March 2016

The Federal Aviation Administration (FAA) at the U.S. Embassy in Tokyo is seeking one undergraduate/graduate student.

**U.S. citizen students are not eligible** for this position; they must apply for a different program through the State Department [Student Internship Program](#).

### MAJOR DUTIES:

This is an unpaid internship. The incumbent will be asked to perform a wide range of office tasks related to the daily activities of FAA Office in support of the FAA's mission at the United States Embassy, Tokyo. The FAA statutory mission is to promote international aviation safety and to maintain and enhance world leadership in aviation. The FAA Tokyo Office covers a large geographic area of responsibility, including Japan, South Korea, Taiwan, Australia, New Zealand, Fiji, Papua New Guinea, and all the Pacific Island countries.

### QUALIFICATIONS REQUIRED:

1. Knowledge of Microsoft Word, Excel, Outlook, and basic computer skills
2. Level III\* (Good Working knowledge) English and Japanese.
3. Excellent communication skills

\* U.S. Government language standards. Equivalents to other standard tests [are here](#).

### TO APPLY:

Interested candidates 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. \*\* Statement of interest in Japanese and English (typed).
4. Language proficiency test score.
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