

Position Vacancy

## **Student Intern (Volunteer / Fukuoka American Center)**

**OPEN TO:** Undergraduate/Graduate student (non-U.S. citizens)  
**POSITIONS:** Student Intern (Alumni Database Management/Youth Outreach Programs/Social Media Assistant / Fukuoka)  
**OPENING DATE:** February 3, 2016  
**CLOSING DATE:** February 24, 2016  
**WORK HOURS:** Part-time, minimum 16 hours/week (either two full days or three days part-time)  
**LENGTH OF HIRE:** 6 months / April 2016 - October 2016

The Fukuoka American Center is seeking one to two undergraduate/graduate students, resident in the greater Fukuoka area, for an unpaid internship.

### **MAJOR DUTIES:**

1. Assist in planning and implementing social media content
2. Digitize and archive U.S. Consulate Fukuoka's contact information
3. Assist in creating EducationUSA student videos
4. Develop live program and event ideas targeting alumni and young Japanese audiences to foster understanding of American people, culture, and foreign policy and to promote study in the United States
5. Attend programs and assist staff with writing event reports, taking photos and videos
6. Research and identify to public affairs staff new contacts among student groups, inter-collegiate groups, professors, and activities with the potential for effective collaboration on shared goals.
7. Other duties as assigned.

### **QUALIFICATIONS REQUIRED:**

1. Good knowledge of American culture, U.S. – Japan relations, international issues and politics, and social issues
2. Active user of social media including Facebook, Twitter, LINE, and YouTube
3. Knowledge of Microsoft Office (Excel, Word, and Power Point)
4. Level III\* (Good Working Knowledge) English and Level IV\* Japanese (Fluent)
5. Excellent communication skills (verbal and written)
6. Preferably experience studying in the United States

\* 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 TO:**

Human Resources Office  
U.S. Embassy Tokyo  
1-10-5, Akasaka, Minato-ku, Tokyo 107-8420