

Position Vacancy

Student Intern (Kansai American Center)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Alumni Database Management/
Youth Outreach Programs/Social Media Assistant/Osaka-Kobe)
OPENING DATE: November 21, 2016
CLOSING DATE: December 5, 2016
WORK HOURS: Part-time, minimum 16 hours/week
(either two full days or three days part-time)
LENGTH OF HIRE: 2-6 months starting from January/February

The Kansai American Center is seeking one or two undergraduate/graduate students, resident in the greater Osaka-Kobe 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. Assist in planning and implementing social media content.
2. Assist in creating English learning, EducationUSA student testimony and other event videos.
3. 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.
4. Attend programs and assist staff with writing event reports, taking photos and videos.
5. 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.
6. 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)
2. Copy of transcript from your undergraduate/graduate school
3. Language proficiency test score
4. **Statement of interest in Japanese and English
5. Applications must be post marked by/on the closing date.

** Application form and Statement of interest form are available online:

<http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

By mail: Human Resources Office, Ms. Morimoto
1-10-5, Akasaka, Minato-ku, Tokyo 107-8420