

Position Vacancy

Student Intern (Osaka/Management Section)

OPEN TO: Undergraduate/Graduate student (*non-U.S. citizens)
POSITIONS: Student Intern (Osaka Management Section)
OPENING DATE: October 19, 2016
CLOSING DATE: **December 5, 2016**
WORK HOURS: ** Part-time, 16-40 hours/week
LENGTH OF HIRE: ** 2-6 months

The U.S. Consulate in Osaka-Kobe's Management Section is seeking one to two undergraduate/graduate students, resident in the greater Osaka-Kobe area, for an unpaid internship.

***Internships for U.S. citizens:** If you are interested in an internship with the Department of State, see the State Department's online [student programs page](#).

** Work hours and length of hire will be discussed and agreed upon.

MAJOR DUTIES:

The successful applicant will be given the opportunity to learn all facets of running a mid-size management operation. The successful applicant will assist the Consulate Osaka-Kobe management team with tasks in such fields as management, administration, finance, human resources, and logistics. Specific duties could range from assisting in hotel and event logistics, administrative duties, and procurement research.

QUALIFICATIONS REQUIRED:

1. Knowledge of Microsoft Office (Excel, Word, Power Point and Outlook).
2. Level III (Good Working Knowledge) English and Level IV (Fluent) Japanese.
3. U.S. Government's language standards. For equivalents in other standard tests, please see <http://japan2.usembassy.gov/e/info/tinfo-jobs.html>.
4. Good communication skills (verbal and written).

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

SUBMIT APPLICATION TO:

By post:

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