

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 8, 2015
CLOSING DATE: October 22, 2015
WORK HOURS: Part-time, 16 - 20 hours/week
LENGTH OF HIRE: 3-6 months

The U.S. Consulate in Osaka-Kobe's Management Section is seeing 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 our online [student programs page](#).

MAJOR DUTIES:

The successful applicants will be given the opportunity to learn all facets of running a mid-size organization. The successful applicant will assist the Consulate Osaka-Kobe management team with tasks in such fields, but not limited to; 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* Japanese (Fluent)
3. Good communication skills (verbal and written)

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

SUBMIT APPLICATION TO:

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