

Position Vacancy

Student Intern (Osaka/Non-Immigrant Visa Unit)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Osaka/Non-Immigrant Visa Unit)
OPENING DATE: October 2, 2015
CLOSING DATE: **November 3, 2015 (deadline extended)**
WORK HOURS: Part-time, 20 hours/week
LENGTH OF HIRE: November 2015 through February 2016

The U.S. Consulate in Osaka-Kobe is seeing an undergraduate/graduate student, resident in the greater Osaka-Kobe area, for an unpaid internship.

MAJOR DUTIES:

A student is in charge of visa application data entry, printing, and processing, correspondence.

QUALIFICATIONS REQUIRED:

1. Level IV* (Fluent) level Japanese and Level III* (Good Working Knowledge) English.
2. Good customer service skills.
3. Familiarity with Word, Excel, and Outlook.

* 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 BY POST OR BY FAX TO:

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