

Position Vacancy

Student Intern (Osaka/Consular Section)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Osaka/Consular Section)
OPENING DATE: July 25, 2016
CLOSING DATE: August 8, 2016
WORK HOURS: Part-time, up to 20 hours/week, fewer hours will be considered; times will be Monday – Friday between 8 a.m. and 5 p.m.
LENGTH OF HIRE: August 2016 through May 2017; shorter periods will be considered.

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

MAJOR DUTIES:

The students may be in charge of visa application data entry, printing, and processing or correspondence in the Visa Unit, and passport application and Consular Report of Birth Abroad data entry, notarial document preparation, customer care via phone and email, correspondence, and prison visit logistical and translation support in the American Citizen Services Unit.

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 TO:

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