

Position Vacancy

Student Intern (Osaka/Management Section)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Osaka Management Section)
OPENING DATE: June 8, 2016
CLOSING DATE: June 14, 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.

* Work hours and length of hire could be discussed.

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

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

WHERE TO APPLY:

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