

Position Vacancy

Student Intern (Pol/Econ Section /Naha)

OPEN TO: Undergraduate/Graduate students (**non-U.S. citizen students**)
POSITIONS: Student Intern
OPENING DATE: September 26, 2016
CLOSING DATE: **Until Filled**
WORK HOURS: Part-time, minimum 12 hours/week
LENGTH OF HIRE: 6 months / mid-November 2016 through mid-May 2017

The Pol/Econ Section at the U.S. Consulate General in Naha is seeking one or two undergraduate/graduate students, resident in the Okinawa area, for an unpaid internship at its Urasoe location.

U.S. citizen students are not eligible for this position; they must apply for a different program through the State Department [Student Internship Program](#).

Major Duties:

1. Help organize and coordinate programs, seminars, and meetings at the Consulate and at external venues, including woman empowerment programs and economic promotion events. Assist staff by responding to queries, handling basic office/receptionist duties, helping with interactive sessions, and through photography and videography of programs.
2. Research political and economic trends on public media sources.
3. Support social media and internet activities, including analytics and promotion of content.
4. Other duties as assigned.

Qualifications Required:

1. Good organizational skills and business communication skills in Japanese.
2. Basic computer skills, including MS Office (Excel, Word, and Power Point) and internet searching skills.
3. **Level II * (limited knowledge) English and Japanese.**
4. Excellent 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>

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. **Statement of interest in Japanese and English (typed).
4. Language proficiency test score.
5. Students must be at least 18 years old at the time of employment.
6. Applications must be post marked by/on the closing date.

** 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