Internship Announcement Number: 2023-I06

Student Intern (Osaka/Consular Section)

OPEN TO: Undergraduate and graduate students (non-U.S. citizens)

Applicants must meet the definition of student (see Appendix), must be at least 18 years old at the time of participation in the program and must be either citizens or permanent legal residents of Japan.

POSITION: Student Intern (Osaka/Consular Section)

OPENING DATE: August 7, 2023

CLOSING DATE: August 25, 2023

WORK HOURS: Part-time, minimum 16 hours/week (either two full days or three days part-time)

INTERNSHIP PERIOD: 4 months from the date of hire. Target starting date is November 2023. Shorter time periods will be considered.

Any student participating in the Foreign National Student Internship Program (FNSIP) is uncompensated and is not an employee of the U.S. Mission, the U.S. Department of State, or the U.S. Government. U.S. citizen students are not eligible to participate in the FNSIP; they must apply for a different program through the Department of State Student Internship Program. For more information, visit www.state.gov.

The Consular Section of the U.S. Mission in Japan (Osaka) is seeking two undergraduate or graduate students, resident in the greater Osaka-Kobe-Kyoto area, for an unpaid internship.

MAJOR DUTIES:
Responsibilities include data entry for visa applications, passport applications, and applications for Consular Reports of Birth Abroad; printing visas; drafting correspondence; preparing notarial documents; performing customer service via phone and email; assisting with prison visit logistics; and providing English-Japanese translation support as necessary.

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

ADDITIONAL SELECTION CRITERIA:
1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.
3. Applicants must receive a successful security and medical certification to participate in the program.

HOW TO APPLY:
Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.
1. Statement of interest form, which is available on our website at https://jp.usembassy.gov/jobs/student-internships/
2. Gratuitous Service Agreement form (see the above website)
3. Official transcript illustrating good academic standing.
4. Written permission from the educational institution.
5. Language test score

WHERE TO APPLY:
Please send your application to HROTokyo@state.gov with Student Intern (2023-I06) on the email subject line.

EQUAL EMPLOYMENT OPPORTUNITY:
The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint process is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

**Student:** A student is an individual who is enrolled not less than half-time in a high school*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

*NOTE:
To be considered for the FNSIP, students must have graduated from high school or an equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.