Student Intern (Fukuoka/American Center)

OPEN TO: Undergraduate/Graduate student (non-U.S. citizens)
POSITIONS: Student Intern (Alumni Database Management/Youth Outreach Programs/Social Media Assistant / Fukuoka)
OPENING DATE: October 5, 2017
CLOSING DATE: November 13, 2017
WORK HOURS: Part-time, minimum 16 hours/week (either two full days or three days part-time)
LENGTH OF HIRE: 6 months / February 2018-August 2018

The Fukuoka American Center is seeking one to two undergraduate/graduate students, resident in the greater Fukuoka area, for an unpaid internship.

MAJOR DUTIES:
1. Assist in planning, creating and implementing social media content.
2. Assist in creating English learning, EducationUSA student testimony and other event videos.
3. Develop live program and event ideas targeting alumni and young Japanese audiences to foster understanding of American people, culture, and foreign policy and to promote study in the United States.
4. Attend programs and assist staff with writing event reports, taking photos and videos.
5. Research and identify to public affairs staff new contacts among student groups, inter-collegiate groups, professors, and activities with the potential for effective collaboration on shared goals.
6. Other duties as assigned.

QUALIFICATIONS REQUIRED:
2. Active user of social media including Facebook, Twitter, LINE, and YouTube.
5. Excellent communication skills (verbal and written).

*U.S. Government’s language standards. For equivalents in other standard tests, please see https://jp.usembassy.gov/embassy-consulates/jobs/jobs-resources/

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
2. Copy of transcript from your undergraduate/graduate school
3. Language proficiency test score

WHERE TO APPLY:

Human Resources Office        Ms. Mayumi Sato
Mailing Address:                     1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

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 procedure 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 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.