Internship Announcement Number: 2024-I06  
Foreign National Student Virtual Intern (Tokyo/PAS)

**OPEN TO:** Undergraduate/Graduate student (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

**OPENING DATE:** July 22, 2024

**CLOSING DATE:** August 5, 2024

**WORK HOURS:** Part-time, 16 hours/week  
* May be asked to shift work hours to assist evening events.

**INTERNSHIP PERIOD:** 4 to 6 months from the date of hire starting from mid to end of September. Please indicate the period you wish to work starting:

1. September 2024
2. January 2025
3. April 2025

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 for the FNSIP; they must apply for a different program through the State Department Student Internship Program: [www.state.gov](http://www.state.gov)

The Office of Public Engagement of the Public Affairs Section, U.S. Embassy, Tokyo is seeking two undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

**MAJOR DUTIES:**
1. Assist in the administrative support of section programs and events, including the preparation of materials and escorting of guests. Assist with programming at the Embassy, on virtual platforms, and outside locations.
2. Maintain student, teacher, and other key contact information and update/manage databases
3. Research and identify new contacts among student groups, inter-collegiate groups, professors, and activities with the potential for effective collaboration on shared goals;
4. Attend meetings and programs and assist staff with facilitating discussions, writing event reports, taking photos, and shooting video clips;
5. Assist in creating English learning, Education USA student testimony and other event materials and videos;
6. Assist in planning, creating and implementing social media content in English and Japanese to include managing social media campaigns;
7. Assist with office management tasks including sorting out the office storage space, receiving incoming mails, and preparing for outgoing mails.
8. Other duties as assigned

**QUALIFICATIONS REQUIRED:**
1. Level III* (Good Working Knowledge) English and Level IV* (Fluent) Japanese;
2. Be punctual to come to work, Ability to take initiative, learn new skills, work in a team, and make new contacts;
3. Excellent research and communication skills (verbal and written);
4. Good working knowledge of Microsoft Office (Outlook, Excel, Word, and Power Point) and good at data entry
5. Experience in organizing programs/events and working with sponsors, companies, and organizations;
6. Active user of social media including Facebook, Twitter, Instagram, LINE, and YouTube;
7. Experience with image/video editing;
8. The ideal candidate will have experience living, studying, or interning in the United States, or strong interest in studying in the United States and working knowledge of the U.S university system.

* U.S. Government language standards. For equivalents in other standard tests, please see https://jp.usembassy.gov/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, 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. Language test score
5. Written permission from the educational institution.

WHERE TO APPLY:
Please send your application to HROTokyo@state.gov with Student Intern (2024-I06) on the email subject line.

Appendix (Definition)

**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.