

Foreign National Student Intern Program (FNSIP) Spring 2018

OPEN TO: All Interested Taiwanese University Students

OFFICES:

A. Kaohsiung

1. Consular/Economic Section
2. Public Diplomacy Section

B. Taipei

1. Agricultural Trade Office
2. Commercial Section
3. Consular Section
4. Economic Section
5. Executive Office
6. Financial Management Office
7. General Services Office
8. Human Resources Office
9. Political Section
10. Public Diplomacy Section

OPENING DATE: December 7, 2017

CLOSING DATE: January 7, 2018

INTERNSHIP PERIOD: March 2018 to June 2018

HOURS REQUIREMENT: Minimum hours worked per week: 20 hours
The exact work days are not fixed and will be arranged between the individual intern and the section.
(Note: Students should discuss work schedule during the interviews. Certificate of Internship will only be issued to those students who complete at least 2/3 hours of the program).

COMPENSATION

There are no benefits, compensation, or any future employment rights attached to this internship. However, students would gain valuable experience in various areas of U.S. Mission, and possible academic credit that your schools may consider to award.

ELIGIBILITY

Successful applicants must be:

1. Taiwan citizens;
2. 18 years of age or older;
3. Active students with at least two years of university studies (i.e. junior, senior or graduate students);
4. In good academic standing and have their school's endorsement;
5. With an agreement from current schools.

Note: U.S. citizens are not eligible for this local student intern program. Candidates with dual citizenship of U.S. and Taiwan are considered as U.S. citizens.

DUTIES AND QUALIFICATIONS

A. AIT Kaohsiung

1. **Consular/Economic Section (2 intern positions available)**

Duties: Assist with the preparation of documents for the Consular Section. Assist with clerical tasks and event preparatory works as required. Assist with gathering information for economic reporting in southern Taiwan, including conducting research, updating PowerPoint presentations, and compiling contact and biographical information on southern Taiwan business, government, and academic figures. Perform written translation from Chinese to English or English to Chinese. Assist with preparation and execution of AIT/K's outreach events, social media postings and representational activities.

Education and Academic Training: University students major in Political science, English, International relations, Journalism, Business, Public relations or related field.

Language Proficiency: Must have strong English skills and be fluent in Chinese Mandarin.

Skills: Microsoft Office Suite (Word, Excel, PowerPoint) ability required.

2. **Public Diplomacy Section (2 intern positions available)**

Duties: Assist with designing and scheduling of AIT/K's social media contents. Monitor and analyze responses on AIT/K's social media. Assist with AIT/K's press summary. Provide graphic design support to AIT/K's initiatives. Provide logistical and administrative support to AIT/K's programs. Support broader AIT/K's representational events as needed. Assist other sections as required.

Education and Academic Training: University students with interest in communications, graphic design or public policy.

Language Proficiency: Good command of English and Chinese languages.

Skills: Microsoft Office Suite competency required.

B. AIT Taipei

1. Agricultural Trade Office (4 intern positions available)

Duties: Assist ATO with marketing and promotional activities. Assist with other tasks as necessary to support the functioning of the office. Assist ATO staff in organizing trade missions and/or other agricultural related trade services. Work with ATO staff to document information sources for official reports. Draft and/or edit non-sensitive English language correspondences.

Education and Academic Training: Academic background in general business or international affairs.

Language Proficiency: Good command of English and Chinese languages.

Skills: Knowledge in Microsoft Office Suite.

2. Commercial Section (2 intern positions available)

Duties: Follow Taiwan's developments in specific market sectors and brief Commercial Officers on those developments. Undertake research for, and write major market opportunity reports published and maintained by the Department of Commerce. Provide assistance to Commercial Officers and Specialists conducting Department of Commerce services by participating in meetings, conferences, and/or other trade-related activities. Conduct business analysis. Assist Commercial Officers and Specialists in developing and/or launching new Commercial Sections products, including website design. Assist with trade conferences and events.

Education and Academic Training: Academic background in Economics and/or trade related majors.

Language Proficiency: Good command of English.

Skills: Knowledge in Microsoft Office Suite.

3. Consular Section (total 5 intern positions available)

• American Citizen Services Unit (2 interns)

Duties: Assist with clerical tasks and event preparatory work as required. Assist in special American Citizen Services, such as hospital visits, as needed. Assist in passport application data entry. Assist in window operations on passport days. Perform written translation from Chinese to English or English to Chinese. Perform special projects as needed.

Education and Academic Training: University students with previous experience in political science, international relations, public relations, information technology, or business.

Language Proficiency: Must have strong English skills and be fluent in Mandarin.

Skills: Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) ability required.

• Immigrant Visa Unit (1 intern)

Duties: Assist with prescreen and intake procedures – accept, review, note discrepancies in, and enter data from applicant documents – for all immigrant visa types. Assist with special immigrant visa cases including I-407s, Boarding Foils, SB-1s, Re-Entry Permits, and adoptions. Assist with the visa production, including placement of visas in passports and quality assurance. Assist with drafting responses to public inquiries. Assist with clerical tasks and event preparatory work. Rotate into and/or assist other units in the Consular section. Performs special projects.

Education and Academic Training: University students with previous experience in political science, international relations, public relations, information technology, or business.

Language Proficiency: Must have strong English skills and be fluent in Mandarin.

Skills: Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) ability required.

• **Non-Immigrant Visa Unit (2 interns)**

Duties: Assist with intake procedure- accept, review, note discrepancies in, and enter data from applicant documents for every nonimmigrant visa type process. Assist with the visa production, including placement of visas in passports and quality assurance. Assist with drafting responses to public inquiries as required. Assist with clerical tasks and event preparatory work as required. Perform special projects as needed.

Education and Academic Training: University students with previous experience in political science, international relations, public relations, information technology, or business.

Language Proficiency: Must have strong English skills and be fluent in Mandarin.

Skills: Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) ability required.

4. Economic Section (1 intern position available)

Duties: Update related stakeholders' profile and CV. Assist event/program arrangement and logistics. Provide general office assistance. Critical thinking/input and domestic economic update would be an asset.

Education and Academic Training: University students with economic background and understanding of the latest Taiwan economic policy and development.

Language Proficiency: Good command of English.

Skills: Proficiency in Microsoft Office Suite.

5. Executive Office (1 intern position available)

Duties: Help create and review contacts for accuracy in database for July 4th event for the purpose of determining proper protocol for dignitaries and international representatives. Research contacts and review e-mail addresses of contacts to ensure accuracy. Assist with logistics of the historical ceremonial

event of the ribbon cutting for the new AIT office compound. Organize paperwork to manage records disposition.

Education and Academic Training: University students in junior/senior year or graduate students.

Language Proficiency: Fluent in both English and Mandarin.

Skills: Experience in database research.

6. Financial Management Office (2 intern positions available)

Duties: Assist in compiling and auditing supporting documents for vouchering, including payment and collection. Use Excel to compile data and prepare documents/reports. Assist office with scanning, filing and administrative/clerical duties. Work on tasks as assigned.

Education and Academic Training: University students with concentration in Accounting or Finance. Must have at least one year accounting class (Accounting Principles) if not an accounting major and have good understanding of business operation.

Language Proficiency: Good command of oral and written English.

Skills: Proficiency in Microsoft Office Suite (Excel, Word) required with a good working attitude.

7. General Services Office (1 intern position available)

Duties: Help Move Coordinator on the parking and cafeteria committees, including taking minutes, doing PowerPoints, surveys, collecting and presenting data. Research other new compound policies on parking and the cafeteria. Assist Motor Pool with data entry. Help all of GSO staff with file reduction and provide GSO with knowledge of how to effectively use Outlook for mail, to-do-lists, and calendar management. Create a method to organize the medical clearance data for Motor Pool, including automatic Outlook alerts and tracking between HR, MED, and Motor Pool. Assist in updating the Motor Pool policy and travel policy for the GSO SharePoint. Assist Property planning for the NOC move and warehousing needs. Use CGFS Knowledge Portal to make a FAQ for the GSO Travel SharePoint page. Create a method to capture the number of kilometers driven, vouchers processed, and property moved by that time, to decorate the new office.

Education and Academic Training: University students in Diplomacy, International Studies, North American Studies, Computers, Social Media, Logistics or related field.

Language Proficiency: Strong command of English language, both oral and written.

Skills: Online database and Microsoft Office Suite (Word, Excel, PowerPoint) ability required. Strong organizational and communication skills.

8. Human Resources Office (2 intern positions available)

Duties: Assist with recruitment activities such as prescreening applications, conducting language tests, contacting applicants and scheduling interviews. Assists with job fairs as needed. Assist with awards program such as preparing nomination booklet, printing certificates, arranging venue, contacting vendors, scanning nominations, etc. Assist with language program with reviewing monthly attendance for billing purpose, preparing PO modifications and logging student record. Assist with local student program: reviewing the applications, updating student information into the applicant log. Provide daily administrative support to the HR team. Work on small projects as assigned.

Education and Academic Training: University students major in Liberal Arts, Science, Humanities, Management or Business.

Language Proficiency: Good command of oral and written English.

Skills: Proficiency in Microsoft Office Suite skills and knowledge of web applications. Strong organizational skill with attentions to details.

9. Political Section (1 intern position available)

Duties: Update biographies of POL's contacts. Check the RSVP status of the July 4th reception. Assist the junior specialist in updating the Contact Database. Compile information for 2018 local elections. Arrange meetings with college/graduate students.

Education and Academic Training: College/graduate students major in Political Science, International Relations, Law, or English.

Language Proficiency: Good working knowledge of English.

Skills: Proficiency in Microsoft Office Suite.

10. Public Diplomacy Office (4 intern positions available)

Duties: Attend and support cultural programs and outreach events, including press events and activities at American Corners. Assist with organizing, executing, and compiling press reports for public diplomacy programs. Archive materials from cultural programs. Assist with alumni outreach, including maintaining the alumni database and outreach programs. Help draft youth-focused Facebook posts and assist with planning for social media engagement. Monitor popular social media sites in Taiwan. Conduct research and prepare reports on new media outlets and social media in Taiwan. Identify key influencers in Taiwan. Assist with compiling and analyzing social media metrics. Assist with translation for PDS programs and materials, including content for and comments on AIT's Facebook. Prepare and process orders of books and/or IIP publications for outreach programs, and for American corners and shelves. Help update PDS contact information; scan and update records and data for contact database. Help scan and organize PDS archives and dispose of materials. Assist with research and production of New Office Compound-related materials and programs. Assist with American Spaces outreach, including supporting U.S.-Taiwan Relations Exhibit, Fishackthon and MOOC programs.

Education and Academic Training: University students major in Political Science, History, English, Art, Communications, Marketing, Journalism, Library Science, International Affairs, or related fields.

Language Proficiency: Good command of English and Chinese languages.

Skills: Knowledge in Microsoft Office Suite (especially PowerPoint, Excel, Word) and familiarity with popular social media platforms.

HOW TO APPLY

Application should include:

1. Statement of Interest ([PDF format - 315KB](#) or [Word format - 86KB](#))
2. Letter of Permission (issued by current Department Office or professor)
3. Official transcripts (in English)
4. Gratuitous Service Agreement ([PDF format – 173KB](#))

E-mail your application to TaipeiAIT-Job@state.gov by 11:59 p.m. Sunday, January 7, 2018. You shall receive an auto-reply message from the system if your application is submitted successfully.