

Foreign National Student Intern Program (FNSIP) Spring 2017

OPEN TO: All Interested University Students

OFFICES:

A. Kaohsiung

1. Commercial Section
2. Consular/Economic Section
3. Public Diplomacy Section

B. Taipei

1. Agricultural Trade Office
2. Commercial Section
3. Consular Section
4. Economic Section
5. Financial Management Office
6. Human Resources Office
7. Public Diplomacy Section

OPENING DATE: November 7, 2016

CLOSING DATE: December 9, 2016

INTERNSHIP PERIOD: March to July 2017
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. Do remember to discuss your work schedule during interview. 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, nor 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. Commercial Section (2 intern positions available)

Duties: Assist Principal Commercial Officer Conduct missions in commercial section. 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: Commercial related major preferred. Data gathering and analysis.

Language Proficiency: Good English proficiency in writing, speaking, listening, reading (provide English proficiency certification if possible).

Skills: Familiar with MS office, especially Word, PowerPoint, Excel, Outlook. Good communication skills, active attitude toward works, flexibility and quick adaptation in works.

2. 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.

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

Language Proficiency: Good command of English and Chinese languages.

Skills: Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) required.

3. Public Diplomacy Section (1 intern position available)

Duties: Assist Cultural Affairs Assistant and Information Resource Assistant in preparing for and executing Public Diplomacy events. Chronicle events as needed by taking photo and video footage. Prepare content for AIT/K's Facebook page. Prepare powerpoint and other document templates, and collect image/audio/film libraries for future use in AIT/K products. Assist as needed on additional special products to advance AIT/K's public outreach.

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: Competency with Microsoft Office products and Facebook required. Familiarity with Adobe photoshop a plus.

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 (4 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 4 intern positions available)

• American Citizen Services Unit (1 intern)

Duties: Assist with clerical tasks and event preparatory work as required. Assist in special American Citizen Services, such as hospital visits, ad 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: Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

• **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 inquires. 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: Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

• **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 inquires as required. Assist with clerical tasks and event preparatory work as required. Performs 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: Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

4. Economic Section (1 intern position available)

Duties: Press Monitoring: review daily news to add to Daily Press Summary and compose Daily Press Summary. Review Economic Biography folder: ensure all biographies are in the standard format used at AIT, add any missing Pinyin and Chinese characters to the biography and search internet for missing photographs

to add to bios. Assist with visits: research information for Briefing Memos and assist with logistics.

Education and Academic Training: University students currently study and have interest in economics and/or political science required.

Language Proficiency: Possess good working knowledge of written and spoken English and experience with writing in English.

Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

5. Financial Management Office (1 intern position available)

Duties: Assist in processing daily funding request and assigning accounting codes. Assist in reviewing monthly financial reports for both government and non-profit side, such as monthly review of Operating Statements and General Ledger transactions. Help Financial Management Office with its file organization and administrative/clerical duties. Help to organize monthly telephone bills from ChungHwa Telecom and register data in the Excel worksheet for later distribution. Assist in preparing vouchers and scheduling vouchers for payment. Other assigned tasks on an as-needed basis.

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

Language Proficiency: Good command of verbal and written English.

Skills: Proficiency in Microsoft Office Suite (Outlook, Excel, Word) required, accounting software experience preferred.

6. Human Resources Office (2 intern positions available)

Duties: Assist with recruitment, job fair and local student intern programs. Assist with updating and maintaining contents on HR SharePoint website. Assist with AIT Awards Program for the Spring 2017 cycle. Assist with HR special projects, i.e. language program, training, updating Duty Officer Handbook, Departure Guideline Book, etc. Provide daily administrative support to the HR team.

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

Language Proficiency: Good command of English.

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

7. Public Diplomacy Office (3 intern positions available)

Duties: Assist with organizing and executing public diplomacy programs, including press events. Provide support for activities at American Corners. Archive materials from cultural programs. Assist with Alumni affairs in maintaining the alumni database and other outreach programs. Help draft youth-focused Facebook posts and assist with planning for social media engagement. Monitor popular social media sites in Taiwan. Assist with translation for PDS programs and materials, including content for and comments on AIT's Facebook. Attend and support cultural programs and other outreach

events. Book receiving and processing: Prepare and process orders of books/IIP publications for outreach programs, and for American corners and shelves. Help update PDS contact information; including for press contacts, scan and update records, and data for contact database.

Education and Academic Training: University students major in Liberal Arts, Political Science, History, Education, Art, Management, Communication, Library Science, international affairs or related fields.

Language Proficiency: Good command of English and Chinese languages.

Skills: Microsoft Office Suite (especially PowerPoint, Excel, Word) and social media platforms.

HOW TO APPLY

Application should include:

1. Application form ([PDF format - 331KB](#) or [Word format - 39KB](#))
2. Statement of Interest ([PDF format - 315KB](#) or [Word format - 86KB](#))
3. Letter of Permission (issued by current Department Office or professor)
4. Official transcripts (in English)

E-mail your application to TaipeiAIT-Job@state.gov by 11:59 p.m. Friday, December 9, 2016. You shall receive an auto-reply message from the system if your application is submitted successfully.