

# Internship Opportunity

The **Japan Information & Culture Center (JICC), Embassy of Japan** is seeking unpaid, part to full-time interns (12-35hrs/week) for Spring 2013. Internship start/end dates and hours are customized with the academic schedule of the chosen candidate.

The JICC is a part of the Public Affairs section of the Embassy of Japan in Washington, DC. Our primary role is to promote a better understanding of Japan and Japanese culture by providing a wide range of information and events to the American public, particularly in the Washington, DC metropolitan area. We strive to build bridges between the two cultures through various activities, such as film screenings, art exhibitions, lectures, an online newsletter, and school programs. The JICC is the gateway to connect the American public to Japan and the interns are an integral part of our efforts.

## **Requirements**

### ***Studies:***

- ❖ Enrolled in a four-year degree program and have at least two years of undergraduate study completed. Graduate students may also apply.
- ❖ Enrolled in a U.S. accredited university throughout duration of internship.
- ❖ Major in International Studies, Japanese Studies, Asian American Studies, Public Diplomacy, Political Science, or a related field.

### ***Languages/Skills:***

- ❖ English: Proficient to fluent in speaking/reading/writing
- ❖ Japanese: Proficient to fluent in speaking/reading/writing
- ❖ Excellent writing, public speaking, and organizational skills
- ❖ Superior interpersonal communication skills
- ❖ Ability to take initiative and work successfully both independently and in teams

### ***Availability:***

- ❖ Interns are required to work at least 12 hours per week. Generally these hours are between 9am-5pm Monday through Friday. On occasion, interns are asked to work evening/weekend events.
- ❖ Interns must be available to begin and end the internship within a week or two of the specified Internship Term. See below for specific Internship Term information.

### ***Other:***

- ❖ Candidates must either (a) be eligible to receive credit for the internship, or (b) have the internship noted on their academic transcript.

- ❖ Candidates selected for an interview must have an in-person interview at the JICC in Washington, DC during business hours.
- ❖ This position is open to Japanese and American citizens. The JICC, Embassy of Japan cannot sponsor visas for Japanese citizens.

### **Intern Job Description**

Interns at the JICC contribute to and participate in valuable cultural and international relations programs and events by assisting diplomats and Embassy staff. Specific duties include:

- ❖ Participating in JICC's School Program, a cultural presentation about Japan for local schoolchildren and students
- ❖ Conducting research and drafting letters to respond to inquiries from the public
- ❖ Creating resource materials to educate the public on Japanese culture
- ❖ Preparing for and assisting with events
- ❖ Assisting Japanese diplomats and JICC staff

### **Application Process** (Application language is English.)

1. Applications are only accepted during the specified dates below:

<b>Internship Term</b>	<b>Application Period</b>
<b>Spring 2013</b> (mid January ~ early May)	October 2, 2012 ~ October 26, 2012
<b>Summer 2013</b> (early June ~ late August)	mid February 2013 ~ late March 2013
<b>Fall 2013</b> (early September ~ early December)	early June, 2012 ~ mid July, 2012

2. Email your **resume** and **cover letter** as a *PDF file* to Ms. Izumi Swarts at [izumi.swarts@ws.mofa.go.jp](mailto:izumi.swarts@ws.mofa.go.jp). Due to the high volume of applications received, consideration of your application cannot be guaranteed if the submission instructions are not properly followed.
3. Candidates chosen to be interviewed must submit all of the following documents at their interview:
  - ❖ Document(s) certifying that the intern candidate will either (a) receive credit, or (b) have the internship noted on their academic transcript
  - ❖ Copy of Student ID (2 copies)
  - ❖ Copy of Passport(s) (2 copies)
  - ❖ Copy of U.S. Student Visa (Japanese students only; 2 copies)
  - ❖ Copy of Driver's License (2 copies)
  - ❖ College Transcript - unofficial transcripts are acceptable
  - ❖ Recommendation Letter from the Dean, Department Head, or Student Advisor

If you have any questions, please contact the Intern Coordinator, Ms. Izumi Swarts, at [izumi.swarts@ws.mofa.go.jp](mailto:izumi.swarts@ws.mofa.go.jp).

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