

## **Foreign National Student Intern Program (FNSIP) Fall 2016**

**OPEN TO:** All Interested University Students

**OFFICES:**

**A. Kaohsiung**

1. Consular/Economic Section
2. Public Diplomacy Section
3. Information Office/Information Resources Center

**B. Taipei**

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

**OPENING DATE:** May 20, 2016

**CLOSING DATE:** June 24, 2016

**INTERNSHIP PERIOD:** September 2016 to early January 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 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 (1 intern)**

- 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.
- University students major in Political science, English, International relations, Journalism, Business, Public relations or related field.
- Good command of English and Chinese languages.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) required.

#### **2. Public Diplomacy Section (1 intern)**

- Assist with the preparation and execution of AIT/K's outreach events, including Public Affairs events and representational activities.
- Assist FN Public Affairs Assistant with liaison tasks related to the Sun Yat-sen America Center and the American Corner at Kaohsiung Branch Public Library.
- Perform written translation from Chinese to English or English to Chinese.
- Assist with updating the content to be posted on AIT/K social media sites, including AIT/K's website, Facebook, Twitter, etc. Duties include assisting with AIT/K social media outreach and information sharing activities, researching and advising on age-group specific outreach tools and approaches, and devising strategies and plans to increase the number of visits made to AIT/K social media sites.
- Assist with AIT/K Daily Press Summary when needed.
- University students major in Political science, English, International relations, Journalism, Business, Public relations or related field.

- Good command of English and Chinese languages.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) required.

### **3. Information Office/Information Resources Center (1 intern).**

- Assist with the new mobile application development (Android and/or iPhone Apps) of AIT/K.
- Assist with updating the content to be posted on AIT/K social media sites, including AIT/K's website, Facebook, Twitter, etc. Duties include assisting with AIT/K social media outreach and information sharing activities, researching and advising on age-group specific outreach tools and approaches, and devising strategies and plans to increase the number of visits made to AIT/K social media sites.
- University students major in Computer Science, Information Management, Engineering, Art Design, Multimedia/Graphic Design, Business, Communications or related field.
- Good command of English and Chinese languages.
- Basic programming language skills required.

## **B. AIT Taipei**

### **1. Agricultural Trade Office (4 interns)**

- 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.
- Academic background in general business or international affairs.
- Good command of English and Chinese languages.
- Knowledge in Microsoft Office Suite.

### **2. Commercial Section (2 interns)**

- 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.
- Academic background in Economics and/or trade related majors.
- Good command of English.
- Microsoft Office Suite skills.

### **3. Consular Section (3 interns)**

- **American Citizen Services Unit (1 intern)**

- 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.
- Must be studying actively towards a degree.
- Must have strong English skills and be fluent in Mandarin.
- Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

- **Immigrant Visa Unit (1 intern)**

- 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.
- Must be studying actively towards a degree.
- Must have strong English skills and be fluent in Mandarin.
- Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

- **Non-Immigrant Visa Unit (1 intern)**

- 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.
- Must be studying actively towards a degree.

- Must have strong English skills and be fluent in Mandarin.
- Ability to use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

#### **4. Human Resources Office (1 intern)**

- Assist in rebuilding and maintaining contents on HR SharePoint website.
- Assist with AIT Awards Program for the Fall 2016 cycle.
- Assist with recruitment and intern programs.
- Assist with HR special projects, i.e. onsite training, updating Duty Officer Handbook, Departure Guideline Book, etc.
- Provide daily administrative support to the HR team.
- University students major in Liberal Arts, Science, Humanities, Management or Business.
- Good command of English.
- Strong Microsoft Office Suite skills and knowledge of web applications.

#### **5. Public Diplomacy Office (3 interns)**

- 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.
- University students major in Liberal Arts, Political Science, History, Education, Art, Management, Communication, Library Science, international affairs or related fields.
- Good command of English and Chinese languages.
- Microsoft Office Suite (especially PowerPoint, Excel, Word) and social media platforms.

#### **6. Political Section (1 intern)**

- Assist Political Section in updating and maintaining contacts database for use in Representational events and gratuities delivery.
- Organize student focus groups.

- Update biographies and internal directories and other research and administrative tasks as assigned.
- University students with an interest in current events and political science, international relations or diplomacy.
- Good command of English and Chinese languages.
- Microsoft Office Suite, database input, and internet search skills required.

**7. Financial Management Office (1 intern)**

- Assist in preparing vouchers and scheduling vouchers for payment.
- Assist in fiscal year end closing.
- Help to organize monthly phone bills and prepare master data files using the Excel for later distribution.
- Assist with file organization and administrative/clerical duties
- Assist Budget Analyst in financial plan file organization and preparation.
- Assist with annual audit preparation.
- University students major in Accounting, Finance or Business (must have at least one year accounting class if not an accounting major).
- Good command of English.
- Microsoft Office Suite skills (Excel especially) required.

**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](mailto:TaipeiAIT-Job@state.gov) by 11:59 p.m. Friday, June 24, 2016. You shall receive an auto-reply message from the system if your application is submitted successfully.