

Foreign National Student Intern Program (FNSIP) Spring 2021

OPEN TO: All Interested Taiwanese University Students

OFFICES:

A. Kaohsiung Office

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

B. Taipei Office

1. Agricultural Trade Office
2. Chinese Language School
3. Commercial Section
4. Community Liaison Office
5. Consular Section
6. Economic Section
7. Executive Section
8. Facility Management Office
9. Financial Management Office
10. General Services Office
11. Political Section
12. Public Diplomacy Section

OPENING DATE: December 8, 2020

CLOSING DATE: January 6, 2021

INTERNSHIP PERIOD: March through July 2021

HOURS REQUIREMENT: Minimum hours worked per week: 20 hours
The exact workdays 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 AIT 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.

DUTIES AND QUALIFICATIONS

A. Kaohsiung Office

1. Commercial Section (1 intern position available)

Duties: Follow Taiwan's developments in specific market sectors and brief Commercial Officers on those developments. Undertake research for, and assist with writing major market opportunity reports published and maintained by the Department of Commerce. Provide assistance to Commercial Officers and Commercial 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 web site design. Assist with trade conferences and events.

Education and Academic Training: Must be studying actively towards a degree in commercial related majors.

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

Skills: Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) is required. Data gathering and analytical skills.

2. Consular Section (1 intern position available)

Duties: Assist with the preparation of documents for the Consular section. Assist with clerical tasks and event preparatory work as required. Perform written translation from Chinese to English and/or English to Chinese. Assist with the preparation and execution of AIT/K's consular outreach events, including Public Affairs events and representational activities. Assist with Special Citizen Services.

Assist with filming the consular services procedures. Assist with Consular Overseas Data Collection for 2021. Review and update the AIT Duty Officer's Handbook as well as publicly available resources such as: attorney list, hospital list, translator list, hotel list, shelter list and law enforcement research. Assistance to other AIT/K sections as needed.

Education and Academic Training: Must be studying actively towards a degree in Political Science, English, International relations, Journalism, Business, Public relations or related field.

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

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

3. Public Diplomacy Section (2 intern positions available)

Duties: Assist with designing, scheduling of AIT/K social media content. Monitor and analyze response to AIT/K social media. Provide graphic design support to AIT/K initiatives. Provide logistical and administrative support for AIT/K programs. Assist other sections as required. Support broader AIT/K representational events as needed.

Education and Academic Training: Must be studying actively towards a degree.

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

Skills: Ability to use Microsoft Office Suite is required; Adobe Creative Suite preferred; social media expertise highly valued.

4. Political/Economic Section (1 intern position available)

Duties: Assist with gathering information for political and economic reporting in southern Taiwan, including conducting research, updating PowerPoint presentation and compiling contact and biographical information on southern Taiwan business, government, ongoing research for Cross-Strait issues, effects of US-China trade friction on Taiwan economy, impact of mayor's and magistrate's policies on southern Taiwan, ongoing research of energy issues and academic figures. Perform written translation from Chinese to English and/or English to Chinese. Assist with the preparation and execution of AIT/K's POL and ECON outreach events, including representational activities. Lead on large scale event – AIT/OAC's Ocean Challenge 2021. Lead on coordination and research with AQ Fellow on air pollution issues in southern Taiwan. Assist with research, meeting preparation, and reporting on political environment of southern Taiwan. Assistance to other AIT/K sections as needed.

Education and Academic Training: Must be studying actively towards a degree in Political science, Economy, English, International relations, Journalism, Business, Public relations or related field.

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

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

B. Taipei Office

1. Agricultural Trade Office (1 intern position available)

Duties: Assist ATO with marketing and promotional activities as assigned. Assist with other tasks as necessary to support the functioning of the office. Provide assistance to 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: Must be studying actively towards a degree preferably in general business or international affairs.

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

Skills: Ability to use Microsoft Office Suite is required.

2. Chinese Language School (2 intern positions available)

Duties: Search and collect materials for CLASS' teaching database. Have verbal interaction with students and teachers of CLASS through scheduling. Participate in all Area Studies activities. Participate in planning process in various committees gathered for various purpose (Area Studies, material and curricula development and staff development). Observe an on-going teaching session. Sort library material and evaluate possible future usefulness. Support class teaching preparation as needed.

Education and Academic Training: Must be studying actively towards a degree with concentration in humanities or social sciences; preferably from Department of Teaching Chinese as a Second Language.

Language Proficiency: Native speaker equivalent of Mandarin Chinese; Good working knowledge of English.

Skills: Microsoft Windows and Office Suite. Ability to recognize simplified Chinese characters is preferred.

3. Commercial Section (3 intern positions available)

Duties: Follow Taiwan's developments in specific market sectors and brief Commercial Officers on those developments. Undertake research for, and assist with writing major market opportunity reports published and maintained by the Department of Commerce. Provide assistance to Commercial Officers and

Commercial 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 web site design. Assist with trade conferences and events.

Education and Academic Training: Economics and/or trade related major.

Language Proficiency: Fluent in English and Chinese.

Skills: Proficiency in Microsoft Office Suite.

4. Community Liaison Office (2 intern positions available)

Duties: Develop and maintain CLO Online Portals by providing assistance with AIT's weekly newsletter and updating CLO section info on SharePoint. Join CLO meetings with NGOs, schools, travel agencies, and other local cooperators and update and compile POC list. Create and update brochure on places to visit throughout Taiwan, "Beyond Taipei," and a Volunteer and Service Opportunities booklet. Research local volunteer organizations and compile a list for publication. Update Welcome to Taipei booklet, which includes cultural awareness, quick guides, local information, transportation and shopping. Assist CLO with preparations of departure seminar and welcome folders for newcomers 2021. Join the weekly newcomers orientation and update newcomers orientation book for AIT services sections. Help with event coordination and set up: Easter Party, Farewell, 4th of July, monthly coffee morning and other events. Create a catalogue for CLO's silent auction items and help with inventory and pricing. Create a catalogue for CLO's Mother's Day Bazaar, help with venue set up and security escort. Help with CLO inventories and downsizing CLO's library.

Education and Academic Training: Information Management, visual design, communication, journalism, tourism, and other related fields of study.

Language Proficiency: English and Chinese with good working proficiency.

Skills: Microsoft Publisher, PowerPoint, Word, Excel, and any web design tools are required. HTML, CSS, JavaScript, PHP language skills are preferred.

5. Consular Section (total 2 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 and prison visits, as needed. Assist in passport application data entry. Assist in window operations on days with passport and notarial services. Perform written translation from Chinese to English or English to Chinese. Perform special projects as needed.

Education and Academic Training: Must be studying actively towards a degree; previous experience in political science, international relations, public relations, information technology, or business related fields preferred.

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

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

• **Visa Unit (1 intern)**

Duties: Assist with prescreening and intake procedures – accept, review, note discrepancies in, and enter data from applicant documents – for all immigrant and nonimmigrant visa types. Assist with special immigrant visa cases. Assist with 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. Perform special projects as needed.

Education and Academic Training: Must be studying actively towards a degree; previous experience in political science, international relations, public relations, information technology, or business related fields preferred.

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

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

6. Economic Section (1 intern position available)

Duties: Update section contacts biographies and assist with related translation. Assist with events and program arrangements and logistics; note take at assigned events. General office assistance. Provide critical thinking input and analysis on domestic economic developments.

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

Language Proficiency: Good command of spoken and written English and Chinese.

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

7. Executive Section (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. Provide the RSVP status in the database. Research Contacts. Review e-mail addresses of contacts to ensure accuracy. Assist with logistics of the award ceremony for DIR and DDIR. Organize paperwork to manage records disposition.

Education and Academic Training: Must be studying actively towards a university degree.

Language Proficiency: Fluent in English and Mandarin Chinese.

Skills: Database experience.

8. Facility Management Office (1 intern position available)

Duties: Assist to utilize AutoCAD for architect/civil project drawings. Assist with coordinating and monitoring contractor punch lists and warranty calls for new TianMu building. Assist B&G unit with oversight of service contract and construction project. Assist A/POSHO with POSHO basic program including coordination of PEST control and scheduling walkthrough.

Education and Academic Training: University students major in Architecture, Civil Engineering or Interior Design; previous experience in worksite safety training and plotting full size drawing preferred.

Language Proficiency: Must have good working proficiency of English and be fluent in Chinese.

Skills: AutoCAD, proficiency in Microsoft Office Suite (Word, Excel, Outlook).

9. Financial Management Office (2 intern positions available)

Duties: Assist in compiling and auditing supporting documents for accounting, vouchering, such as payment, collection, etc. Assist with office projects including the new accounting system, new lease standard implementation, etc. Use MS office – 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: Must be studying actively towards a degree, preferably with concentration in Accounting, Finance, or Information Technology related fields. Must have taken one-year Accounting class at minimum (Accounting Principles) if not an Accounting major. Must have good understanding of how business operates.

Language Proficiency: Must be fluent in both oral and written English and Chinese.

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

10. General Services Office (1 intern position available)

Duties: Access to and be responsible for data-driven research projects and proposing management strategy solutions to AIT staff. Work with Motor Pool, Procurement, Housing, Shipping, Travel, and Property teams to collect data from automated online databases, analyze data, and draft/edit/propose plans for future management policies.

Education and Academic Training: English, Math, Statistics, Management majors, etc.

Language Proficiency: Comfortable reading, speaking, and writing English.

Skills: Proficiency in Microsoft Office Suite (Word, Excel, online databases, etc.). Interest in data analytics, research, writing, planning, and management strategies. Communicative team player with a positive attitude.

11. Political Section (1 intern position available)

Duties: Update biographies of POL's contacts. Update the Contact Database and Taiwan Official list. Compile information for three congressional reports and 2022 local elections. Arrange and attend meetings with college/graduate students. Compile reactions on specific issues.

Education and Academic Training: College/Graduate students majoring in political science, international relations, law, or English.

Language Proficiency: Must have good working proficiency of English and be fluent in Chinese.

Skills: Proficiency in Microsoft Office Suite.

12. Public Diplomacy Office (3 intern positions available)

Duties: Assist with social media outreach and engagement efforts such as drafting Facebook posts, taking photos, and possibly recording & editing videos. Assist with social media analysis and metrics, such as monitoring popular social media sites, compiling & evaluating data. Assist with translation of PDS program materials, including content AIT's Facebook and IG. Help with IVLP data management (IVRC) and organize IVLP history data. Take shifts to support the American Center during opening hours. Assist with verifying AIC membership records. Assist with organizing, executing, and compiling press reports for public diplomacy programs. Attend and provide logistic support for all PDS teams including creating online registrations, checking in & guests, setting up equipment, preparing kits and giveaways, and others. Assist with administrative duties such as visitor access, motor pool requests, and work order requests for various maintenance and outreach needs. Help update PDS contact database and other general record-keeping assistance. Assist with general administrative work such as organizing, scanning, filing, shredding paper files. Other tasks as assigned.

Education and Academic Training: University Students majoring in Political Science, History, English, Art, Communications, Marketing, Journalism, Library Science, International Affairs, Translations, and/or related fields.

Language Proficiency: Must have good working proficiency of English and Chinese.

Skills: Microsoft Office Suite (especially PowerPoint, Excel, Word); video editing; Familiarity with popular social media platforms.

HOW TO APPLY

Application should include:

1. Statement of Interest ([PDF format](#) or [Word format](#))
2. Letter of Permission (issued by current Department Office or professor with a statement that the school has acknowledged and agreed on applicant's participating in AIT's internship program, no fixed format required)
3. Official transcripts (in English)
4. Gratuitous Service Agreement ([PDF format](#))

E-mail your application to TaipeiAIT-FNSIP@state.gov by 11:59 p.m., January 6, 2021. You shall receive an auto-reply message from the system if your application is submitted successfully.